The Chartered Institution of Building Services Engineers

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THE CIBSE COUNCIL

Chief Executive's Report

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Agenda Item 6 : 9/10/15

INTRODUCTION

I write this as drizzle is falling in London but sunny periods are forecast soon. As we continue to prepare CIBSE for the future and deliver an exciting and developing programme for now, some of us feel rather fatigued, just like the weather, tired of the rain and hoping for the warmth of the Sun. Naturally, we should not be surprised that growth and development is not easy, all of us who are fortunate to watch children growing-up, know that “growing pains” are an essential part of development. Life is rarely easy, often challenging and can, at times, be a struggle but for all that life brings great joy and satisfaction.

In 1976 when CIBSE received its’ Royal Charter life was very different; the pace-of-change, technology, ambitions and expectations were modest for a small institution of 7740 with only 13 affiliates; back then a standard Membership Renewal letter was produced using a Gestetner Roneo machine (I am reliably told), how things have changed! Today with almost 22,000 members and with over 48,000 individuals associated with CIBSE in some way (Special Interest Groups being the majority) we are the 6th largest of the 35 Professional Engineering Institutions, based on the total of Engineering Council Registrants. What is self-evident is that if we are to continue to be successful we must continue to embrace change, remain agile and be proactive.

Council members will recall that the Board has been working on a new strategic plan for 2016-2020, devoting a great deal of effort to the areas we identified and endorsed at Cumberland Lodge in May:

- Vision
- Membership
- Knowledge
- Performance
- Services

For the first time, to my knowledge, we shall have a five-year plan - with agreed broad goals for 2020, an outline plan for 2018, plus a detailed plan for 2016 with clearly defined tasks and objectives, underpinned by the budget. This may sound easy but in my opinion, a significant step in the development of CIBSE. The Board are due to approve these plans and the 2016 budget in November and I am sure Council will be keen to be involved. In any event the Vision will need to be reviewed by Council next year. What is certain is that without a plan, clear goals, working together and the resources in-place, progress is almost impossible. Personally, the exciting opportunity is that we have a very strong staff team who only wish to support the membership and our volunteers; we believe we can see a very exciting future.
In our modern life the ability to use and exploit the capabilities of the Internet is an absolute essential; in business it is almost impossible to succeed without having an effective business process based upon an excellent IT platform. CIBSE must also be able to compete on an equal footing with the other PEIs and demonstrate that we are a modern, relevant, agile and an effective membership organisation that meets the needs of our members and also effectively serves society at large. For the last five years we have been embarked on an IT journey to deliver this. In April 2014 we launched our new Content Management System that produced a better web presence and allowed some of our business process to be integrated. We are about to have a soft-launch of our new Learning Management System that will take the 12 flexible learning modules onto a modern platform and allow us the opportunity to further develop e-Knowledge. Crucially we plan to go live with the new Customer Relationship Management system early next year. This has and continues to be a very stressful, challenging and difficult process for all of us involved, there are risks but equally the rewards will be substantial and the aim is to be a first class PEI.

As we are growing there are other implications and responsibilities that will land at our door. We are now the 6th largest PEI, according to the Engineering Council Registration Statistics 2014; page 7 of which is reproduced at Appendix A. The league order of PEIs is changing, you will see that IChemE is at 4th position (11,100 registrants), IStructE 5th (10,400) and CIBSE at 6th (9,000). We are relatively close, and what the figures hint at, is that they both are losing registrants and we are gaining them; I would suggest that if this trend continues we are likely to be the 4th largest PEI by 2020. This simple fact has significant impact for CIBSE; not only will we have to be prepared to balance the “big three” (IET, IMechE, ICE) but we shall be required to play a bigger part within the Engineering Council, Engineering UK, the Royal Academy of Engineering and engineering profession as a whole. This is not a simple task but will take thought and succession planning and highlights even more strongly the importance of developing and encouraging our young engineers so we can grasp the opportunities that beckon. More growing pains I suggest.

Speaking of the Royal Academy of Engineering, I am delighted to report to Council that for the second year in succession, a CIBSE Fellow has been recognised by election to the Academy. Many will know Ant Wilson of AECOM, a former Council member himself, who was elected to Fellowship in September, a thoroughly deserved accolade which acknowledges nearly two decades of work supporting the Building Regulations in England and Wales.

In previous Council Reports I have reported that the major challenge that faces the profession is to close the “skill gap” in terms of quantity and quality, as highlighted by the Perkins Report in November 2013. By 2022 the shortfall in technicians and professional engineers will be at least 550,000. We all know that engineering is vital to our everyday life. It is also crucial to the UK economy, contributing £278 billion per annum in turnover, or 24% of the turnover for all UK businesses. Engineering UK, have the responsibility for promoting engineering, especially in schools primarily in partnership and through the annual Big Bang Fair and the Tomorrow’s Engineers programme. Why do I mention this? Because as CIBSE grows we shall have to take a more prominent leadership role in the profession as a whole.

I also must highlight the Bonfield Review; Peter Bonfield has been appointed by Amber Rudd (DECC) to review options on domestic energy efficiency following the winding-down of the Green Deal. Peter has stressed that ‘consumer protection’ will be the touchstone of proposals he puts forward to Government next April. Peter approached CIBSE and asked that Hywel Davies, our Technical Director, should lead on one of the Services work streams. CIBSE is naturally delighted to take a prominent role in this Review but again priorities need to be juggled as we find we are more in demand.
In the midst of this external change and growth comes other challenges, often internal. We hope to appoint an MD of CIBSE Services early next year. With our new CRM planned to go-live, our communication and marketing functions will have, at last, an effective tool – our membership department will also have new opportunities to retain and recruit even more members. Equally with a digital capability we shall have to review how we better support our Groups, Societies, Networks and Regions. In the digital age there are some questioning the role of Regions; in my view “one size does not fit all”. One of the hallmarks of CIBSE is that the Regions, like our Special Interest Groups and Societies, are all unique – to try and answer the question “what is the role of CIBSE Regions” we are planning to hold a Regional Workshop to address this question. We should not fear challenge for we have a track record of success; breaking away the Building Services Journal in 2009 from UBM and bringing it in-house. Creating the Knowledge Portal in 2011 all now seem quite straightforward but masks a great deal of effort and discussion at the time, simply more growing pains I guess.

Finally, as we approach the final quarter of 2015 we appear to be breaking a lot of records: number of entries in both the Young Engineer and Employer of the Year Awards. The Building Performance Conference and Exhibition is on 3-4\textsuperscript{th} November, only its second year but already the exhibitors and delegate numbers look good and we plan to take even more space at the QE2 Centre in 2016. Do please put the dates in your diary and join us at least for one of the two days if you possibly can. CIBSE Certification has been successful in gaining accreditation from the UK Accreditation Service (UKAS) to provide certification of businesses to ISO 50001, the international energy management standard and an alternative compliance route to ESOS. Already three major potential customers have been in touch seeking proposals from the Certification team, and we anticipate many more when we actively market this new offering, but this expansion will also bring a few growing pains.

Looking further ahead the Building Performance Awards on 24\textsuperscript{th} February 2016, in terms of quality and quantity of entries, table sales and sponsorship at are all at record levels. Our YEN Conference in Hong Kong in November 2015 looks to be already an outstanding event with turnout exceeding our most optimistic expectations. Most of our events are now sold out and membership continues to grow. Our Finances are in good shape too. So as you read the rest of this report I hope you will be inspired and excited by the opportunity that we believe CIBSE has in its grasp.

Appendix:


**Appendices:**
1. Membership Report
2. Technical Report
3. CIBSE Services Report
5. Marketing Report
MEMBERSHIP

Briefings & Mentoring Update

Briefings
The membership department continue to have a busy year of external briefings and a full programme scheduled for the rest of the year.

Membership Briefings 2015
- 7 membership & registration briefings held in the UK and there are 6 planned for the rest of year.
- 25 company briefings have been held so far in 2015 (20 visits & 5 via go to meeting). There are 7 scheduled in the coming months. Requests continue to come in.
- 2 application closing date surgeries have been run successfully at HQ and another is planned on 14th January 2016 to assist applicants before 1st February closing date.
- 1 Technical report briefing took place in June at HQ and another is planned for 28th October which was also be able as a webinar for those who cannot physically attend. Going forward these will be part of our annual briefing schedule twice a year.
- 7 student briefings held and 3 scheduled in the next few months. Requests continue to come in.

Mentoring Scheme update
Substantial progress has been made in the last 9 months since the pilot mentoring scheme was approved by the CIBSE Board in January 2015. The pilot will be focused specifically on CIBSE’s corporate membership grades and professional registration.

We have recruited 12 mentors who are all Fellows of CIBSE. We have also recruited 15 mentees who are graduate members and have been selected from companies who do not currently have a training and development scheme in place. Our aim is to ensure the support is going where it is really needed and helping mentees who work in companies who may not have this in place. Mentor training will be taking place 24th September and we have a full day programme planned to assist the mentors. Mentees will be fully briefed at an introductory session on 23rd October. We anticipate that mentors and mentees will have their first meeting in November and that the mentoring relationship will last for 12 months.

We are developing policy and guidance documentation for the mentoring scheme in collaboration with the pilot mentoring scheme working group. This will be available to guide our mentors and mentees to assist them. We will be supporting both mentors and mentees throughout the process and regularly monitoring the progress of the relationships.

UK-SPEC 3rd Edition and Factsheets
The deadline set by the Engineering Council to incorporate the UK-spec Third edition into all professional review is 1 February 2016. To ensure this is met the following deadlines have been set:

1 December 2015: Any International applications, and subsequent interviews, received after 1 December will need to follow the UK-Spec third edition.

1 February 2016: Any UK applications, and subsequent interviews, received for the February closing date, will need to follow the UK-SPEC third edition.

The Competency Criteria (21s) and Application Guidance (20s) Factsheets across all corporate grades of membership have been updated to the 3rd edition of UK Spec and are available online.
We are currently planning a refresher training sessions for the interviewers and a communication plan to potential corporate members.

August 2015 Closing Date

There were 143 completed application for the August UK Closing, which will go to the November panel. The breakdown of candidates are: 122 are applying for Member, of which 8 are applying for Member IEng, 19 Associates, 1 Fellow and 1 CEng Registration.

CIBSE International Regions

While membership levels are being maintained within the UK, CIBSE’s international membership continues to slowly build. There was a 44% increase in interviews held in the UAE between 2013 and 2014. This is on track to grow even further this year as we are just two applications away from last year’s total.

Since the UAE Committee was reinvigorated in September 2013, membership has grown by 21% from 205 to 249 members. The committee run a regular schedule of sponsored events and have been instrumental in leading a drive for the Institution to be licensed as an official business in the UAE. The registration process is expected to be complete in late 2015 and we hope to follow this with a launch of the UAE as an official CIBSE Region.

An international teleconference is held 3 times a year with the chapter chairs from UAE, Qatar, Singapore, Australia, Canada, Sri Lanka, India, and China. The teleconference provides an important function in connecting with our far-reaching membership. Updated guidance on the development of our international chapters is under review and will provide further support and structure for committee volunteers going forward.

Video Conferencing/Webinars

A greater focus on using technology to facilitate interviews has seen the use of video conferencing become more prevalent. There was an 80% increase in video conference interviews from 2013 to 2014 and this is set to continue in 2015 having surpassed last years’ total already. The use of video conferencing has enabled us to interview candidates in far-reaching locations including North America, South Africa, Philippines, Mauritius, Sri Lanka, Israel and India.

Video conferencing has now been used to train both UK and international interviewers and will be employed as part of our strategy to update all interviewers on the 3rd edition of UK-SPEC.

We also have our first membership briefing webinar arranged with a schedule to be rolled out following its success.

CIBSE Regions

Six regions have welcomed a new Chair in 2015 and CIBSE would like to take this opportunity to thank those chairs who are standing down, Kirk Schartau, Robert Diamond, PL Yuen, Sean Dowd, Michael Gribben and Paul Manley for their contribution. We would also like to express our appreciation to all the dedicated volunteers who commit their time across the various committees. Their dedication helps the regions to offer seminars, industry visits, networking opportunities, informal mentoring for applications, a forum for advice and new technical ideas, as well as sponsorship and referees.

CPD Directory

In the last council report it was mentioned that the CPD directory was due to be launched. We can confirm that this is now live and members can use the directory at [www.cibse.org/cpddirectory](http://www.cibse.org/cpddirectory) to search for CPD session from a variety of companies.
Women in Building Services Engineering Network (WiBSE)
WiBSE continues to arrange a variety of soft skills and role model events bringing together both men and women. Laura Dunlop, GLD Technical Consulting took over as Chair of WiBSE earlier in 2015 and will be taking forward a varied programme of events in 2016.

Careers
Under David Cooper its new Chair, Careers Panel has formulated a prioritised list of actions to promote BSE careers. It continues to work closely with the relevant agencies (Tomorrow’s Engineers et al) in this regard. Top of the list is commissioning new and updated content for the careers section of the CIBSE website About Building Services Engineering which should appear in December. The Panel oversees the delivery of projects generously funded by CIBSE Patrons including the level 2 interactive workbook for the Class of your Own qualification Design Engineer Construct, and the bse Schools Challenge devised by the Smallpeice Trust. The latter activity involved some 645 students (mainly girls) in 10 schools during the past academic year.

Vocational qualifications and Apprenticeships
The introduction of Trailblazer Apprenticeships is encouraging in that it puts PEIs at the heart of the Apprenticeship process. In the final summative assessment in the two major schemes we are involved in, CIBSE will assess Apprentices for EngTech LCIBSE registration. We are actively engaged in the development of different schemes for consulting and contracting occupations. The trailblazer model also enables Apprenticeships to be developed to degree level, which will lead successful candidates directly into IEng ACIBSE registration. The first cohorts from these new schemes are expected to complete in 2018.

We continue to advise the major vocational qualification provider (Pearson) on the development and delivery of their BSE qualifications, and are encouraging CIBSE members to help meet an urgent need in FE by becoming assessors.

Government consultations on skills
Summer 2015 was exceptionally busy in terms of government consultations on matters relevant to CIBSE, its membership and the wider engineering and construction professions. We have been asked for views on, for example, Protecting the term Apprenticeship, the content of GCSEs and A levels in Design and Technology and Engineering, The 2015 Spending Review, Productivity Plan 2015 and a proposed Apprenticeship levy. Where consultations invite input from all interested parties, we highlight them, with the relevant weblinks in our newsletters. Especially so where they impact on our members as employers. Where they impact the engineering profession as a whole we contribute views to the Royal Academy of Engineering who respond on behalf of the whole profession via Engineering the Future and E4E.
Introduction

The Technical team supports a range of technical activities across CIBSE through technical advice and activity to support and add value to CIBSE membership. We interact with government and other external stakeholders in policy and technical fields, contributing to a number of government working groups and advisory panels. This includes engaging with the Departments of Energy and Climate Change (including the Energy Efficiency Deployment Office in its post election format), Communities and Local Government and Business, Innovation and Skills. We also work with the Environment Agency, Education Funding Agency, OFGEM and the HSE. In all these interactions we aim to give robust engineering advice.

The team also co-ordinates CIBSE responses to government consultations on policy and proposed legislation, and prepares CIBSE evidence to Parliamentary Select Committees. This can also result in supporting senior members in giving oral evidence to amplify and provide deeper insights into the initial written evidence.

The team contributes to the Construction Industry Council, UK Green Building Council, BIM Task Group, British, European and International Standards work, the Better Buildings Partnership, Zero Carbon Hub, NHBC and NHBC Foundation. We support the participation of George Adams on the Green Construction Board, as a consequence of the CIC Green Construction Panel role.

The team supports CIBSE Certification on the Energy Savings Opportunity Scheme and ISO 50001 Energy Management Systems Certification development, whilst also seeking new opportunities for the CIBSE Services team to develop existing services and identify new business streams.

We provide technical support to the marketing team, in particular in relation to the Conference and Exhibition, the Awards and regular communications and PR activity.

The technical team also supports the ongoing development of content for the Knowledge Portal through its work for the Knowledge Management Committee and supports the Technology Committee. The Department provides a range of technical support to the CIBSE BIM Steering Group, including work on the digital plan of work, liaison with other professional bodies, development of the Product Data Templates (PDTs) and the provision of advice and guidance to members through both CIBSE channels and the BIMTalk website.

Current Policy Topics

Independent Review of Consumer Protection, Advice, Standards and Enforcement for energy efficiency and renewable energy (‘The Bonfield Review’)

The Secretaries of State for DECC and DCLG, Amber Rudd and Greg Clark, have commissioned Dr Peter Bonfield, FREng, to chair an Independent Review of Consumer Advice, Protection, Standards and Enforcement for UK home energy efficiency and renewable energy measures. This will address concerns over the quality and standards framework intended to ensure a quality outcome for consumers who choose to install energy efficiency or renewable energy measures. The review addresses improvements to existing domestic properties.

Whilst the majority of installations are successful, some consumers are dissatisfied. The review will draw together evidence of weaknesses in the existing framework of standards and propose how it can be made more robust for consumers, while encouraging investment and promoting innovation.

CIBSE has been invited to lead the workstream addressing building services, and to assist in the development of recommendations for Ministers.
Business Energy Taxation and Incentives Review

Treasu"y is reviewing business energy efficiency reporting schemes, including ESOS, CRC, Climate Change Levy and several others, and a consultation was issued on 28th September. We are feeding into the discussions. At present ESOS looks to be secure, with CRC liable to be amalgamated with the Climate Change Levy. There is much detail to be resolved, but we are working with a number of business energy using stakeholders to put forward proposals to incentivise energy efficiency in the business sector.

Building Regulations

The CIBSE led Industry Advisory Group on Part L reported in June. The Group considered the best way to achieve the domestic ‘zero carbon’ goal and the EU “nearly zero energy” requirements and called for policy clarity in relation to the ‘zero carbon’ and ‘nearly Zero Energy Building’ objectives. The announcement that government did not intend to adopt the “Allowable Solutions” approach that the coalition had passed enabling legislation for in March was in part a response to the IAG report, and officials have confirmed that the report was instrumental in gaining clarification on this policy. We are engaging with DLCG officials on other aspects of future policy for Building Regulations.

Consultation on Apprenticeship Levy: employer owned apprenticeships training

The Department for Business, Innovation & Skills (BIS) have consulted on a proposal for an apprenticeships levy on employers. CIBSE sought input from members, particularly those employed in organisations that would be affected by such a levy and submitted a response to BIS.


The Energy Performance of Buildings Directive (EPBD) requires Member States to set minimum energy performance standards for buildings, to issue energy performance certificates and to ensure that, from the end of 2020, all new buildings are ‘nearly zero energy buildings’. The Directive introduced a benchmarking system, the aim of which is to create an incentive for making the energy performance requirements set by national or regional building codes more ambitious, and to ensure that these requirements are reviewed regularly.

The Commission are required to carry out an evaluation of the Directive by the end of 2016, to assess whether it has met its aims. This evaluation should reflect the experience gained and progress made since the adoption of the Directive. The Commission is consulting widely to inform the evaluation, and is expected to make proposals for revision of the EPBD based on the outcome. Information has been sent to members to encourage them to contribute to the CIBSE response. CIBSE is also working with the Association for the Conservation of Energy, Association for Decentralised Energy, British Property Federation, Better Buildings Partnership, BRE, FETA and UKGBC to co-ordinate our responses.

Review of the Feed-in Tariff scheme

The Feed-in Tariff Scheme (FITs) is the Government’s subsidy scheme for generation of renewable electricity from small-scale installations. Government is committed to moving to a low-carbon economy and meeting its carbon reduction and renewable energy targets and, alongside other measures, the Feed-in Tariff Scheme has been part of Government’s progress against these objectives. Under the EU State Aid notification the UK is obliged to consult on the performance of the Feed-in Tariff Scheme every three years.

The scheme has exceeded all renewable energy deployment expectations, but costs also exceed expectations and future budgets. Government proposes measures to control costs under the Feed-in Tariff Scheme, including revised tariffs based on updated technology cost data, a more stringent degression mechanism and deployment caps leading to the phased closure of the scheme in 2018-19. It proposes that if such measures cannot put the scheme on an affordable and sustainable footing then there should be an end to generation tariffs for new applicants as soon as legislatively possible, which is expected to be January 2016. Existing installations will not be affected by the proposed changes. Government believes that implementation of the proposed changes will not adversely affect UK’s ability to meet its renewable electricity and carbon reduction targets.

1 In EU terminology and Energy Performance Certificate means either an Energy Performance Certificate or a Display Energy Certificate as defined in England and Wales.
Building Information Modelling (BIM)
As previously reported, the BIM Implementation Strategy is intended to fundamentally reform public sector procurement. It will have significant, far reaching impacts on the construction sector as a whole and the building services sector, including CIBSE and other industry bodies, our members and the companies that employ them in particular. The BIM Strategy continues to enjoy high level and strategic ministerial support and engagement at the Department of Business, Innovation and Skills, who have a clear agenda and determination to reform the construction sector. Funding for the development of Level 3 BIM through the Digital Built Britain strategy has been put in place.

RIBA Enterprises launched the Digital plan of Work as a Beta site in April, and a CIBSE working party has met to evaluate the package and to provide detailed feedback on behalf of CIBSE to RIBA Enterprises. A major concern remains about the capability of the digital Plan of Work to support whole life asset management.

The CIBSE BIM Steering Group continues to provide a forum for all interested elements of the Institution and the services sector to consider the impact and implications of the BIM Strategy. The Group continues to lead development of the CIBSE Product Data Templates, giving manufacturers a single standard format for product data. We are now working with the ‘BIM 4 Manufacturing’ Group to promote and develop the PDTs. Unfortunately, RIBA Enterprises have now adopted the name “PDT” for their property sets for products in the Digital Plan of Work, although they are not the same as the industry wide PDTs, which is another matter of ongoing discussion.

BIMtalk, the BIM website, continues to operate in association with BSRIA, Landscape Institute, the Institution of Structural Engineers and CIOB. This valuable source of information and signposting to the members on matters relating to BIM, offers a tangible and growing demonstration of CIBSE collaborating with other partners. Interest is still being shown by other organisations in joining the initiative, in particular RIBA and the BIFM, along with the other members of the C8 consortium.

Other Government consultations
CIBSE is represented on the Expert Group advising DECC on the initial review of the Energy Saving Opportunity Scheme. Staff have also been actively advising DECC on various aspects of policy, including the Renewable Energy Skills Forum on training and skills relating to renewable energy technologies, and LabelfpackA+ (UK National Pilot Project for the EU Energy Labelling Directive).

Select Committee Calls for Evidence
CIBSE submitted evidence to two recent calls for evidence and is also preparing a response to the House of Lords Select Committee on the Built Environment call for evidence on ‘national policy for the built environment’. The evidence submitted was on:

- The Government’s approach to sustainable development (Environmental Audit Committee);
- Priorities for holding Government to account (Environment and Climate Change Committee).

The CIBSE response focussed on ‘Energy demand reduction in industry, business and the public sector’.

CIBSE also made a submission to HM Treasury on the Comprehensive Spending Review 2015.

Representation at external meetings and events
CIBSE has been involved in the ‘Less waste, more growth’ energy efficiency campaign coordinated by the Association of Decentralised Energy. In June, a parliamentary reception was organised with the Sustainable Energy Association and supported by a number of other organisations to focus MPs on the need to ‘develop a vision for energy in buildings’. Five cross party speakers including Green Party MP Caroline Lucas and the Rt Hon. The Lord Deben spoke in support of a focus on energy in buildings as an effective way of dealing with the ‘energy trilemma’ of energy security, affordable energy for businesses and all energy users and carbon reduction targets.

CIBSE chairs the BSI Advisory Panel on Building Engineering Services, which provides strategic advice to BSI on standards for the MEP sector. This brings together all the major sector trade and research bodies along with CIBSE to advise on standards development in this area, taking account of the existing sectoral guidance material that is already available.
Technical Networks

Technical Networks include the Societies, Specialist Interest Groups and Young Engineers Network. The Society of Light and Lighting, Public Health Engineers and Façade Engineering and Institute of Local Exhaust Ventilation Engineers are formal Divisions of CIBSE, their members are all CIBSE Members and pay a modest additional subscription.

The 18 Specialist Interest Groups cover topics ranging from day-lighting and lifts to controls and electrical services. Participation is open to all, members or not, with an interest in the topic. One key membership objective is to use the Groups as a basis for recruitment into CIBSE membership.

Highlights for each Division and for the Groups as a whole are described below.

- **The Society of Light and Lighting (SLL)** On October 1st the Society lit 10 UNESCO World Heritage Sites in the UK promoting the skills and expertise of the Society’s members. In addition, the Society was responding to the UNESCO International Year of Light 2015 and drawing attention to these amazing structures and spaces. A great deal of publicity was enjoyed prior to and after the event and the Society are hoping to host a small exhibition at the National Media Museum.

- The 2015-2016 Masterclass series, Inside Out: Light and Architecture, begins at the Wales Millennium Centre, Cardiff 15th October. The Masterclasses are supported by RIBA with a senior Architect presenting as guest speaker. RIBA are also promoting the series to their members. Xicato have replaced Helvar as a Sponsor in Partnership.

- Membership continues steadily to grow. The Society is actively promoting membership of both SLL and CIBSE. Membership currently stands at 2,911 (2,932 in June with 159 lapsing in July). In addition 2 new Sustaining Members, companies supporting the Society, were recruited.

- LG7: Office Lighting will be published this autumn.

- The results of the work of Public Health England to review the knowledge of health effects of LED lighting and give authoritative guidance on the topic will be presented at the CIBSE Building Performance Conference and Exhibition. This was funded by the CIBSE Research Fund and will establish an authoritative position for SLL and CIBSE on this topic, which is the subject of considerable “tabloid” scaremongering. The Building Research Establishment work on Daylight Metrics (part funded by the CIBSE Research Fund) will also be presented.

- The Society supported the CIE 28th Sessional meeting in June/July in Manchester and will support The Challenge student speaker competition finals at the Professional Lighting Design Conference in October, LuxLive in November and the Lighting Design Awards in 2016.

The Society of Public Health Engineers (SoPHE)

- Current membership is 458 (246 in October 2014), with 61 Industrial Associates (companies) supporting its work.

- The Society holds regular technical meetings in London, the North West and Scotland, and new series of meetings has recently started in East Anglia.

- The SoPHE Dinner held in November every year sold out in record time raising potential questions about adequate access to tickets for non-company members.

The Society of Façade Engineering (SFE)

- The Society now has 742 members (443 in October 2014), with over 40% based outside the UK. This raises a question about how that membership is supported and retained.

- Holds regular technical events.

- Provides speakers at UK and overseas events to promote the Society.

- The Society’s Award for “Project of the Year” is being run for a second time this year (the first was in 2013). Entries close on 2nd November.

Institute of Local Exhaust Ventilation Engineers (ILEVE)

- Membership of ILEVE now stands at 291 (136 in October 2014).

- A series of technical and membership meetings is being held to promote the work of ILEVE to its members and potential members.

- ILEVE is in discussions about working in partnership with the British Occupational Health Society (BOHS), strongly encouraged by the HSE, who are very supportive of ILEVE.
Special Interest Groups

- A total of over 46,000 unique individuals participate across all Groups, with many belonging to multiple groups.
- Some 31,000 of these individual Group participants are not currently in CIBSE membership, over two-thirds of the total number of Group members, and therefore offer a significant potential for new members.
- 6,000 CIBSE members do not belong to any Special Interest Group.
- The largest Groups are ASHRAE (16K), CHP-DH (17K), Daylight (13K), Electrical Services (16K) and Energy Performance (21K). These five Groups have 25,000 non-CIBSE members.
- Approximately one quarter of all Group participants are non-UK based.

Young Engineers’ Network (YEN)

YEN provides a means for newer entrants and younger practitioners in building services to share knowledge and network. YEN is organised into 20 Centres in the UK and overseas, which work with the Regional committees. A national network of Centre chairs co-ordinate, share best practice and exchange ideas between the different centres. The Centre chairs and vice chairs attend a biannual meeting to share ideas for the further development of the network.

- The Network now has approximately 13,000 members. CIBSE members under 35 will now be automatically enrolled in YEN.
- Over a third of YEN members are outside the UK.
- Less than half of YEN members are now CIBSE members, suggesting online enrolment to YEN is growing rapidly.

Technical Symposium

The sixth Symposium is currently being planned for Heriot-Watt University for 14th-15th April 2016. The call for abstracts has just closed and attracted a very healthy 150 proposals from around the world. The planning committee is currently reviewing these submissions and commissioning will happen in October. Council members are encouraged to mark the event date in their diaries.

Current CIBSE research activities

Energy Benchmarks (Start date: July 2015)

Following CIBSE’s Board recommendation, CIBSE is collaborating with UCL to revise the CIBSE energy benchmarks in Guide F and TM46, and review the methodology used for their production. We are supporting a three-year post-doc research project, which will be carried out by Dr Sung Min. Sung Min’s PhD at UCL was also sponsored by CIBSE, and was a study of the energy benchmarking methodology for school design.

Sung Min is currently based at the Department for Education, getting access to and analysing existing school energy data. He is also in the process of identifying other available energy databases for various types of buildings while developing links that will allow him to access and analyse this data. The team is working towards the development of a data collection template for contextualised benchmarking.

Designing for extreme weather events (Start date: June 2015)

A CIBSE sponsored PhD student has been appointed to undertake research on designing for extreme weather events. Athanasios Lykartsis will undertake a three-year project at University of West London. He will investigate the impact of observed extreme weather events and suggest solutions for increasing the resilience of buildings in order to remain operational. The project will also look at extreme events outside the UK, especially the responses and solutions that were implemented after such events. Furthermore, the project will examine the resilience of buildings under future extreme events, utilising the UKCP09 information. The project has clear links with the work of the newly established CIBSE Special Interest Group on Resilient Cities and the above research will benefit from the group’s expertise in this area.
Athanasios has already attended three meetings of the CIBSE Resilient Cities SI Group and has developed links with SoPHE. He is currently finalising his research proposal and undertaking training for three different software packages that will allow him to investigate the impact of various extreme weather events on building systems (HVAC, water management and façade material).

**Delivering Collaborative Design**
CIBSE is contributing to the funding of stage 2 of the project ‘Delivering Collaborative Design’ which aims to promote integrated design practices based on industry evidence. The project is supported by CIC, RIBA and other professional bodies and aims to utilise those bodies to disseminate its outputs and promote the new approach. The project team has applied for Innovate UK funding to support its third and final stage. The project is currently focusing on the analysis of various exemplar case study buildings in order to understand the key factors that contributed to the successful completion of those projects.

**The urban climate: an integrated approach to building performance and urban design.**
*(Sept 2011 – Sept 2015)*
Engineering Doctorate in association with UCL. Research Associate: Dane Virk. Supervisors: Prof Mike Davies, UCL and Dr Anastasia Mylona.
The project aims to evaluate how urban climates affect the built environment and in turn, how changes to land use and building design affect the urban environment. Research outputs will contribute to new design guidance for CIBSE members. The project has provided considerable input to and support for the development of CIBSE weather data.

**Achievements to date:**
Dane contributed to the recently published Guide A section 2, revising the section on Urban Heat Islands, and to the Zero Carbon Hub ‘Tackling overheating in homes’ review published in March 2015. He passed his three-year viva in December 2014, with complementary comments from both examiners. He has published two papers in renowned international journals looking at the effect of green and cool roofs in the thermal and energy performance of office buildings. His third paper was recently published in the BSER&T Special Issue (March 2015) on overheating and indoor air quality. In this later paper he is demonstrating the use of the recently published CIBSE Design Summer Years for London in designing for the Urban Heat Island effect in London. Dane is currently working on the completion of a guidance document for CIBSE Members.

A six-month extension (co-funded by CIBSE and UCL) has been approved to allow Dane to further complement his guidance document with more case studies and assist the release of the new CIBSE weather files.

**Completed projects**

**Review, testing and CFD modelling of fuel cell micro CHP technology for residential and commercial buildings.**
CIBSE/St Andrews Knowledge Transfer Partnership. Research Associate: Alem Tesfai. Supervisors: Prof John Irvine, St Andrews University and Dr Anastasia Mylona.
The project aimed to review micro CHP systems available in the market, including their technological and financial benefits in comparison to conventional grid power supply systems.

**Key deliverables**
A fuel cell based micro-CHP system was installed at CIBSE HQ contributing to the building’s electricity and hot water load. Its monitored performance has been reported in a series of blogs and conferences, including the CIBSE Technical Symposium. Technical guidance is currently in preparation, giving details of the technology, its commissioning process and on-site performance.

The project team is currently reviewing funding opportunities to further extend the life of the project to include the performance of more fuel cell based systems and allow comparisons with more conventional energy systems.

**Future funding opportunities**
An application has been submitted for the RAEng Ingenious Fund, a scheme for projects that engage the public with engineers and engineering. We will hear the outcome in March 2016.
Summary

As reported below, CIBSE Services Ltd (CSL) has been making considerable progress against three common constraints to its overall commercial performance:

- The economy: though the general election slowed decisions, the teams have been moving from ‘survival mode’ to take advantage of the more positive conditions that have emerged since May.
- IT systems: as has been previously reported, all parts of CSL have been hampered by our current resource intensive IT systems. The new LMS for Online Learning is a major step forward (see below), and the CRM system (now due in early 2016) will have considerable positive effects.
- Marketing: effective marketing support for CIBSE Services is essential and, though there is still work to do, the marketing team is now beginning to have the desired, positive impact on CSL, its products and services, and its staff.

Continuing progress on all three of the above will enable CSL to more effectively focus its resources on driving the business forward.

The Business Strategy being developed for CSL as part of the wider Board strategic planning activity, for application over the next five years, is already helping to prioritise developments and their implementation.

Certification

CIBSE Certification continues to be hampered by Government inactivity (non-enforcement of legislation and regulation) as well as by the current rollback of low carbon legislation, particularly Green Deal, ahead of any clear direction from the legislature.

However, significant progress is being made in several areas:

Existing, core business

Low Carbon Energy Assessor/Low Carbon Consultants and Energy Certification: initial market analysis has been undertaken to identify competitor weaknesses and the opportunities they offer for Certification to increase lodgements and revenues.

ESOS

The Energy Savings Opportunities Scheme regulations came into force in July 2014 and CIBSE Certification were approved to operate a register of ESOS Lead Assessors based on being a CIBSE Low Carbon Consultant.

Certification, working with Professional Learning, has acted effectively to build the largest register of ESOS assessors, with significant training revenues resulting.

Not only is this enhancing Certification’s profile and reputation within the Building Services sector, it is introducing it to the ‘client’ market that will become increasingly important (see ISO50001 below). This has enhanced CIBSE’s standing with the Department of Energy and Climate Change and the Environment Agency, who have policy and operational responsibility for ESOS respectively.

In addition, a number of ESOS assessors are switching to using CIBSE Certification for their lodgements, attracting useful new revenues.
ISO 50001
The decision was made to apply to UKAS to be accredited to certify organisations against the Energy Management Systems Standard ISO 50001. Early involvement with ESOS suggests that many organisations will develop Energy Management Systems and have them certified to meet the 2nd phase ESOS requirements. This will be post December 2015. CIBSE Certification has now been granted UKAS Accreditation for Energy Management Systems and ISO 50001, which allows CIBSE Certification to undertake Energy Management Systems Certification to that Standard. Whilst the level of interest is difficult to quantify accurately, the initial indications are that this is a timely development.

Kingspan are the first ISO50001 client for Certification, and have a considerable estate requiring certification of each manufacturing site. And we are already in discussions with three further significant clients who, if they commit to us, will provide genuine credibility for the market.

At the same time, we are developing a comprehensive marketing plan that is designed to attract growing but manageable interest and clients.

Heat Networks This is a relatively small and specific scheme developed with the Heat Networks Code of Practice. Profitable in its own right, it could be a precursor to larger schemes such as other renewable technologies.

Training
Once the new CRM system is in place, it is the intention to combine the current Mid-Career College (MCC) and Professional Learning (PL) operating units as one coherent, integrated and branded ‘CIBSE Training’ unit. This will present all CIBSE’s training products across the website, marketing and promotion, and order processing.

In this way, a fast, effective ‘customer journey’ will be provided enabling both members and non-members to find the training they require. At the same time, staff will be able to focus on effective marketing and on the research and development of new courses. In doing this they will also benefit from closer engagement with the Knowledge Management Programme and the Technical Team to identify likely areas of future training opportunity.

Market research Research is currently being undertaken in order to fully understand the competition, its products and the pricing policies in operation. The Training delivered by CIBSE already has a good reputation and profile across the Building Services sector, which provides an excellent basis for development and expansion.

Mid-Career College (MCC)
MCC’s focus on its established core courses continues to be commercially successful, with results so far this year ahead of budget.

In-house training courses for clients are also performing ahead of expectations, and analysis of their promotion and pricing is underway in order to ensure their continued progress.

Professional Learning
ESOS training activity has continued to be a good performer in the first half of 2015 although it is still expected that activity will now level off as the deadline for ESOS compliance approaches and fewer seek to join the assessor scheme.

Online learning
Having tendered and then ordered the new Learning Management System (LMS) in June from Learning Pool for the Online Learning business, there has been intensive activity in recent weeks to train on and understand the software and its potential, to load the product data as well as the necessary historic customer data, and to convert the existing learning modules into the new format for much-improved customer delivery.
Despite tight deadlines and considerable technical problems, all twelve existing units have been converted and will very shortly be available on the new LMS. Two new units (one on Drainage) are in development for delivery in 2016.

The ‘Early Adopters’ who have supported the Online learning Programme from the start will now be introduced to and supported with the new LMS, and at the same time we will be developing our marketing plan designed not only to increase sales to organisations, but also to enable individuals for the first time to order modules direct. The potential for international sales will also be investigated and tested.

**Events**

The Marketing report provides full detail on the continuing development of the Building Performance Awards, the Building Performance Conference, and the Young Engineers Awards. All are progressing successfully against budgets and key performance indicators.

**Publications**

With only 8 months of the year completed, Publications' sales revenues are already ahead of the total revenue for 2014. This encouraging performance is being examined to try to determine all the causes: in part, it is the result of new publications and their promotion (see the Marketing report for the PR activity and successful launches of Guide A and Heat Networks), as well as sales of weather data. The very recent launch of Guide D was also a very well attended specialist interest group activity in support of this important new publication.

There may also be recognition amongst some users of specific publications that a printed copy is preferable when a publication is used regularly for reference.

Increasingly, of course, the success of new and existing publications will be judged by their online ‘sales’ or downloads to members.

**New publications**

The generation and prioritisation of new publications is now being assisted by market research and analysis to assess potential need and demand.

**Published so far in 2015:**

- SLL LG8 Lighting for museums and art galleries (January)
- Guide A New environmental design (March)
- Guide A New environmental design data sets – as web content and downloadable data (March)
- TM57 Integrated school design (April)
- ‘Top tips’ a web only series of 8 titles covering: Ventilation in buildings; Lighting in buildings; Sanitary conveniences, washing facilities; Escalators and moving walks; Automatic doors and gates; Maintenance of workplaces and of equipment, devices and systems; Electricity in buildings; Temperature in indoor workplaces (thermal comfort). This was produced at the request of the HSE who are now linking to the Top Tips from the HSE website.
- SLL LG12 Emergency lighting design guide (July)
- CP1 Heat networks Code of Practice (July)
- TM58 Design & operation of modern steam systems (August)
- Guide D: Transportation systems in buildings (September)

**At highly advanced stage of production within Publications Department (for publication soon):**

- AM11 Building energy modelling
- LG07 Lighting for offices
And later in 2015:

- Guide B - B1 Heating, ventilating, air con - Heating
- Guide B - B4 Noise
- Guide B - B2 Ventilation
- Guide B - B3 Air con & refrigeration
- Guide B - Applications section
- Buildings in extreme environments: Tropical
- SLL LG6 Outdoor environment
- TM31 Building logbooks toolkit (was 2006) – contracted to BSRIA

Other titles possible for 2015 or carried over to 2016 include:

- Guide to VRF air conditioning (CIBSE/IoR)
- Guide K Electricity in buildings (old edn 2004)
- TM39 Building energy metering (last edn 2009) - contracted to BSRIA
- Commissioning Code for sub-meters & automatic meter reading - contracted to BSRIA.
FINANCE AND SUPPORT SERVICES

Management accounts continue to be issued on a monthly basis for both CIBSE and CIBSE Services.

At the time of writing, CIBSE and CIBSE Services’ operations are forecast to be slightly ahead of budget for the full year in 2015.

Budget preparations for 2016 have commenced in September 2015.

CIBSE Governance Review

A Governance Task Force was set up by the Board at its meeting in March 2015 to review aspects of the Institution’s Governance. It commenced its work with an investigation phase which included an invitation to the membership at large to submit views, as well as researching best guidance and identifying good and appropriate practices adopted by other organisations.

The Task Force has subsequently been working to draw all this input together and to give consideration to a number of key topics. The review process is due to be completed by the end of the current year, and a report will be submitted to the CIBSE Board in time for its January 2016 meeting.
MARKETING

Summary
It has been as always a busy time in marketing. The new PR agencies in conjunction with our PR executive are providing increased press coverage for CIBSE. The marketing team have worked hard to deliver entries for Building Performance Awards (24 Feb 2016), 20th anniversary Young Engineers Awards and attendance for the event (8 Oct), call for Technical Symposium abstracts (14-15 April 2016) and attendees for the Building Performance Conference (3-4 Nov). We have seen positive gains in recognition, revenue, entries and attendees in almost all areas.

CIBSE Journal
The CIBSE Journal is continuing to perform well in 2015, with the July issue achieving revenue of £16,000 - a 24% increase year on year. With over £920,000 in advertising booked to the end of the year, and with webinars and Solus emails providing additional income, the Journal is set to meet income targets.

All CPD modules for 2015 are now sponsored – and most have confirmed sponsors for 2016.

BIM supplement produced with the June edition; Hotel and Leisure, CPD Directory and Lighting supplements planned for 2015.

A new CIBSE Journal jobs website launched in June providing better functionality for both advertisers and job seekers, as well as more advertising opportunities and the option for recruiters to post and pay for job adverts directly through the site.

The CIBSE Journal main website is currently being redesigned and is due to be launched at the CIBSE Conference and Exhibition in November, with more advertising opportunities, better search functions and generally better user experience more in keeping with the magazine itself.

CIBSE Building Performance Awards 2016 (24 Feb 2016)

<table>
<thead>
<tr>
<th>Area</th>
<th>Target</th>
<th>Current</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sponsorship</td>
<td>130K</td>
<td>102K</td>
<td>Even with prior years</td>
</tr>
<tr>
<td>Entries</td>
<td>100</td>
<td>7</td>
<td>Even with prior years</td>
</tr>
<tr>
<td>Award Entry downloads</td>
<td>400</td>
<td>484</td>
<td>Compared with 318 last year</td>
</tr>
</tbody>
</table>

The year on year figures are positive. This is the final week for entries and we expect a significant number in the next few days.

We have trialled a few new things this year including:
- Regional nominations campaign – we learned quite a bit and had some constructive feedback to take this forward next year
- Paid twitter promotion – this generated positive engagement but current systems do not provide specific attribution

In addition we conducted significant targeted and general marketing to our members and contacts via email, social media, website and e-news.
CIBSE Building Performance Conference (3-4 Nov, QEII)

<table>
<thead>
<tr>
<th>Area</th>
<th>Target</th>
<th>Current</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paid delegates</td>
<td>150</td>
<td>67</td>
<td>Compared with 25 last year</td>
</tr>
<tr>
<td>Exhibition only delegates</td>
<td>100</td>
<td>56</td>
<td>Compared with 2 YTD last year</td>
</tr>
<tr>
<td>Exhibitors</td>
<td>32</td>
<td>32</td>
<td>On track to meet/exceed target</td>
</tr>
</tbody>
</table>

- The Rt. Hon John Gummer, Lord Deben has been confirmed as keynote speaker. The conference programme and speakers were announced and are being well received.
- We are working very actively with our conference supports to maximise their impact and conference attendance. This year we are using tracking to measure traffic coming from our supporters.
- We are using social media and the CIBSE blog to engage and effectively promote the conference.

Young Engineers Awards 2015 (8 Oct 2015)

The Young Engineers Awards (YEA) take place on 8 October at IMechE. These include both the graduate and employer awards. We have promoted both awards across our membership and the wider Building Services Engineering community. The Employer awards judging was managed by marketing and included current and former CIBSE Presidents (George Adams, Nick Mead) and some new judges to refresh the group. Shortlist for both graduate and employers were released via press, social media CIBSE E-news and the CIBSE Journal. Sponsorship has increased this year allowing us to extend our guest list.


<table>
<thead>
<tr>
<th>Area</th>
<th>2015</th>
<th>2014</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduates entries</td>
<td>33</td>
<td>23</td>
<td>There was increased interest and engagement this year</td>
</tr>
<tr>
<td>Graduate shortlist</td>
<td>10</td>
<td>6</td>
<td>Demetrios Constantinou, Foster and Partners/National Technical University of Athens; Ruth Howlett, AECOM /University of Nottingham; Andrew James, Buro Happold/California State University; Peng Jiang, Skelly &amp; Couch/University College London; Alexandra Lindesay-Bethune, Arup/Edinburgh University; Jorge Abarca Montero, Cundall/Sheffield Hallam; Abdul Wahab Malik – Meinhardt Pakistan/ NED University, Karachi; Charity Nicholls, Atkins/Heriot Watt University; Ryan Rodrigues, HurleyPalmerFlatt/London South Bank University; William Webb, Buro Happold/University of the West of England.</td>
</tr>
<tr>
<td>Employer entries</td>
<td>23</td>
<td>18</td>
<td>Divided into small/medium/large companies</td>
</tr>
<tr>
<td>Shortlist</td>
<td>6</td>
<td>6</td>
<td>Large: Hoare Lea, AECOM; Medium– Ethos Engineering, Troup Bywaters + Anders; small– Services Design Solution and JDP.</td>
</tr>
</tbody>
</table>
Press and PR

<table>
<thead>
<tr>
<th>Area</th>
<th>Number</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Press releases</td>
<td>10</td>
<td>Cost Effective Energy Measures Bill</td>
</tr>
<tr>
<td></td>
<td></td>
<td>The Facilities Show</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Heat Networks Code of Practice</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Guide A</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Technical Symposium</td>
</tr>
<tr>
<td></td>
<td></td>
<td>CIBSE Conference Programme</td>
</tr>
<tr>
<td></td>
<td></td>
<td>BIM Readiness Survey</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Ken Dale Bursary Winner</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Napier Shaw and Carter Bronze Medal winners</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Young Engineers Award Shortlist</td>
</tr>
<tr>
<td>External coverage</td>
<td>211</td>
<td>£272,994 AVE = Advertising value equivalent</td>
</tr>
<tr>
<td>Twitter</td>
<td>15K</td>
<td>810 new followers; 2505 interactions via twitter</td>
</tr>
<tr>
<td>Linkedin</td>
<td>20K</td>
<td>Added over 1000 members</td>
</tr>
<tr>
<td>Blog</td>
<td>&gt;1500</td>
<td>Over 3K views per month up 5X since start of year</td>
</tr>
</tbody>
</table>

Created an instituted monthly round-up email of activity, coverage and social media activity.

Business Development

<table>
<thead>
<tr>
<th>Area</th>
<th>Amount</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Revenue</td>
<td>11,720</td>
<td>August only – 2 silver conference stands</td>
</tr>
</tbody>
</table>

Primary areas of discussion and interest: conference stands and related material, online learning and stumbling blocks to uptake, approaching new certification clients; sponsorship for BPA and YEA awards, patrons, membership and CIBSE Journal.

Events and Shows

<table>
<thead>
<tr>
<th>Event/show</th>
<th>Dates</th>
<th>Attendees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Facilities Show</td>
<td>16-18</td>
<td>EXCEL – attendance low but generated 40 potential FM Group members</td>
</tr>
<tr>
<td></td>
<td>June</td>
<td></td>
</tr>
<tr>
<td>Heat Networks Launch</td>
<td>7/7/15</td>
<td>101</td>
</tr>
<tr>
<td>Guide A launch</td>
<td>22/7/15</td>
<td>47</td>
</tr>
</tbody>
</table>

The Heat Networks Code of Practice launch generated extensive press coverage.

A well and attended and greatly appreciated event.