INTRODUCTION

The world of CIBSE remains exciting, challenging and sometimes frustrating but always worthwhile. These Council reports provide almost the only narrative of the Institution that is archived and retained for posterity; who knows what our successors will think of our decisions, actions and our view of the engineering landscape in the future. At the CIBSE forge, the fire appears to be relatively hot, the workers sweaty and the metal we are forging does not always turn out quite as the original sketch showed. During the two year development of the Knowledge Portal (KP) there was a good deal of debate and discussion but few of us spotted, until quite late on, that the KP would significantly impact on how we should foster, manage and deliver Knowledge. The KP has shaped much of our recent discussion on a re-vamped PROD and this will be presented to you in this Council Meeting.

Few members will know that in April, CIBSE took a small office in the Building Centre, Store Street, just off the Tottenham Court Road. The decision to do so was based upon our pressing need for a focal point closer to central London and the fact that office space is at a premium in Balham. There was also a desire to send a positive message to many of the tenants in the Building Centre, such as the Construction Industry Council (CIC), UK Green Building Council, BRE and the Construction Products Association as well as the leading engineering consultancies based in the area and sometimes referred to as the “Camden Crescent”. Just like the KP, I find it hard to predict where this small step, no pun intended, may take us. What I am excited about is the buzz and vitality of the Building Centre space, be it the display areas, the coffee shop, or general hubbub. Buildings need to be fit for purpose and a catalyst for good, seeing young people engaged in the built environment and stimulated is good for CIBSE. Initially, our office is to be a drop-in centre for the Board members and staff, and a meeting venue. We would like to see this facility grow and I hope we shall.

Later in the Council Meeting our new President, David Fisk, will report on the Board Away-Day at Cumberland Lodge, and just one aspect of the Board activities. I thought it might be useful to give a brief introduction to this event, as it may also be a well-kept secret. The Away-Day has one specific aim of getting the Board and senior Staff to work effectively together and as a first-step to an opportunity to meet, discuss and get to know each other better. We have the first Board meeting of the incoming President and select a number of issues or topics to discuss. The whole event should be engaging, thought provoking and worthwhile (perhaps even enjoyable and fun). Our first Away-day was held at the Holiday Express Inn, Colliers Wood in 2007. We are now in our third year at Cumberland Lodge, Windsor Great Park, so just in venue terms I think some improvement has been made. This year, one aspect was to look at Building Futures, based upon the work that the RIBA has been doing on the challenges the profession will face in 2025. Within CIBSE we agreed that we should look at Building Engineering Futures and shape our thinking for the profession. You will hear more about this work today and there will be an article in the Journal – it seems to me that if CIBSE is to provide effective leadership for the profession we need to have a relatively clear view on what the challenges and opportunities are for the profession – as they say “Discuss!”.

Building Information Modelling (BIM) There is much more on BIM in this report but I hope it will be useful to say that Rob Manning has now joined CIC as the Director of BIM, working at BIS and the Cabinet Office. CIBSE continues to play a pivotal role in the development and implementation of BIM. This is not without frustrations but the Government, and especially the Cabinet Office, appear determined to deliver BIM. It is worth repeating what Francis Maude said at the beginning of this process, that the aim was to save 20% of Government construction procurement costs, and most pundits assumed this was based on whole life...
costs. But BIM is based on driving down costs by reducing waste, fixing design early and holding the supply chain to account, and it therefore has an impact on capital expenditure as well as operating expenditure. Indeed, one of the key documents to underpin the whole process, the Publicly Available Specification for BIM, focuses on the Capex process, and is now out for comment (but you will have to be quick, the comment period closes next Friday!).

There has also been significant progress on understanding what the COBie information exchanges will mean in practise, and Rob has obtained broad agreement across the whole industry that the Stages of Work will match these information exchanges, and that there should be a common industry wide scheme of work. If procurement costs are to be driven down then one of the precursors will be that the consultants, contractors and operators will have to be of “one-mind” on the purpose, design and operation of the building. In my opinion this places CIBSE and our members in the “cross-hairs” to deliver. Naturally, market challenges present commercial opportunities but there is also a threat, if the profession does not deliver and falls into internecine dispute, as others will fill the vacuum.

**Knowledge Portal** In this report you will be able to see the statistics of the KP; we seem to have made a good start and while we should just pause to congratulate ourselves on a successful launch, our main efforts are to develop and prepare to enhance the KP. While we have seen a marked downturn in the purchase of hard publications this also coincided with a blip in new titles; we are putting this right as 14 or so new titles become available. We are already working on Ver. 1.1 of the KP, which will improve the functionality of the KP and add some new content, and also on Ver. 2, which is primarily about providing more content, for deployment in 2013. Beyond that we are looking at the direction of digital information services, and the implications for KP v3.0. The key issue for me is to establish member engagement and have a real vitality about the content. If you have any ideas we would, as always, be pleased to hear from you.

**Building Performance Awards** I am delighted to report that by any measure the Building Performance Awards were our best ever, thus far! Attendance numbers were around 740, with more entries than ever and better quality too, I am told. Even in these difficult times we have been able to maintain the event, when many other Institutions and Bodies have found it too difficult. However there are still a huge number of awards and events which can be very profitable for some. Certainly retaining our slot at the Grosvenor House Hotel has been more challenging this year, we are now booked for Tuesday 5th February 2013, you may ask why we are not on our more usual Wednesday to Thursday evening, the answer is quite simple the venue asks for a minimum numbers of 950 or 1000 on those evenings, and that is too great a risk for us. The message is clear, we need to increase the numbers if we are to maintain the event, I really hope we shall. Could we have awards that match the RIBA Stirling Prizes one day?

**Building Services - The CIBSE Conference & Exhibition** In conjunction with our partners, UBM, the M&E Show at Olympia has been renamed and the CIBSE Conference added. This is a new and quite contentious step; we are committed to its success and therefore we need plenty of delegates to attend for the two-day conference, “Building a Better Future for All”. The initial speaker list looks promising and there will be two streams for some of the sessions, alongside lots of Case Studies and Panel Discussions. I would commend it to you, on the 10th and 11th October 2012 at Olympia.

**Staff** - Our Membership Director Marie Dignan announced that she would be standing down earlier in the year and on the 11th June our new Director, Carilyn Clements, starts. Marie has been with us just over five years and came from IStructE: Marie intends to pursue voluntary work and has bought a caravan. We hope she will stay in touch. Carilyn joins us from the Society of Trust & Estate Practitioners and we hope she will very much enjoy her new post and the challenges. Also Bob Cervi, The CIBSE Journal Editor, has decided to move-on and we are in the process of finding his replacement; the Editor is employed by Cambridge Publishing Ltd (CPL), but we have a close working relationship with CPL; Bob has been our editor for three and half years, taking the Journal from the difficult days when we separated from UBM and CIBSE took responsibility for the Journal. I am most grateful to Marie and Bob for their dedication and service to the Institution and we all wish them every success and happiness in the future.

I do hope you will enjoy reading the rest of this report produced by the senior staff. As always we welcome questions and debate - after all it is your Institution.
MEMBERSHIP

Membership as at 28 May 2012 stands at 19,960 indicating an increase of 830 members since the last Council meeting on 9 February 2012 (19,130).

The current membership numbers as at 28 May 2012 broken down by grade are:

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<tr>
<th>Grade</th>
<th>Members</th>
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<tr>
<td>Fellow</td>
<td>973</td>
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<tr>
<td>Member</td>
<td>7400</td>
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<tr>
<td>Associate</td>
<td>1801</td>
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<tr>
<td>Associate</td>
<td>973</td>
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<tr>
<td>Graduate</td>
<td>1551</td>
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<tr>
<td>Support</td>
<td>2276</td>
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<tr>
<td>Associate Comp</td>
<td>4905</td>
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<tr>
<td>Comp member</td>
<td>23</td>
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<tr>
<td>Honorary Fellow</td>
<td>38</td>
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There are currently 2,672 members whose subscriptions remain outstanding which compares with 2,500 at this time last year. Staff in both the Membership Department and the Communications and Marketing Department, are actively involved on a campaign to emphasise the benefits of membership and to encourage members to renew their membership. The Hong Kong, ANZ and Republic of Ireland Regions are assisting by contacting members locally about renewals. A final reminder email/letter was sent to members on 28 May 2012.

The 1 February 2012 UK application closing date for corporate membership (MCIBSE, ACIBSE and LCIBSE) saw the largest number of applicants at 164 since closing dates were introduced in February 2005. The majority of these were transfers from other grades rather than new applications and most were standard route applications rather than through the alternative route. Whilst welcoming the increase in numbers this has put a considerable burden on members and staff arranging Interviews for membership.

The annual Interviewer briefing for HK was held in February 2012 and focused on examples of interview documentation and detailed application statistics were fully explored, which led to a good interactive session. With the assistance of Peter Wong, Vice President, arrangements are under consideration to develop quality assurance procedures for monitoring Hong Kong Interviews.

The Education, Training and Membership Committee has developed a proposal for free student membership of CIBSE for students studying building service engineering and related courses. It is thought free student membership is necessary to establish the CIBSE profile in universities and colleges which is difficult at present when our main competitors offer free student membership. The proposal will be considered by the Finance Sub-committee on 19 June 2012.

CIBSE relies on the volunteer effort of members who give their time freely to assist in various activities and we are most grateful. Volunteers are needed for the CPD Panel and the Careers Panel.

Initial Professional Development

The current number of trainees registered on the CIBSE approved training and development scheme is 270 with 15 pending registration. There are 31 approved company schemes with 9 in progress (33 schemes in
It has been decided to replace the annual forum for training supervisors to a biennial cycle and to provide instead a newsletter with useful information for Supervisors and those engaged in company training schemes.

**Continuing Professional Development**

Members are required to actively maintain their CPD under the Code of Conduct. A new procedure to monitor and record the CPD of members is being introduced fro 2013 based on a self declaration form that all members will be asked to complete. This will be circulated with the annual subscription renewals in 2013 and will also be online. The CPD Panel will do a small random sampling exercise of those who complete first time and send a reminder to those who do not self declare. This group will also be sampled. If members that fail to self declare after a final reminder they will receive a letter from the President or CEO outlining concerns and consequences.

A campaign to inform members in advance of the need to complete the CPD self declaration is under consideration. CPD is a key strategic area for the Engineering Council and the new procedures will demonstrate that CIBSE takes CPD seriously.

**Careers**

A guidance package in the form of a toolkit/handbook for Regional Careers and Education Champions to help them access what is available is being produced. The Careers Panel is looking at ways of improving communication channels both ways between itself and the individual Regions so that best practice can be shared.

Subject to budgetary approval the Careers Panel wishes to i) update and maintain the careers-related pages of the website, and ii) create and maintain an interactive careers map.

CIBSE once again sponsored the Big Bang in 2012 which took place from 15 to 17 March at the NEC Birmingham and the local West Midlands YEN actively participated in the careers hub operated by Engineering UK. CIBSE YEN members are involved in the Regional BB events for which there is no charge to exhibit and good results are reported.

**Licentiate Membership**

A new Advanced Apprenticeship scheme in building services engineering that will offer Licentiate membership and EngTech registration for individuals working in consulting engineering practices is being developed. Work has started with support from a consortium of consulting practices for a level 3 Diploma in Building Services Engineering for Technicians and CIBSE is in discussion with Edexcel for recognition of the qualification by the Apprenticeship Framework and QCF.

A Technician Council had been in place for 18 months and its work is to set out a clear framework for increasing the pool of home grown technical skills in the UK and promotes the brand of ‘professional Technician’. CIBSE has agreed to support the Technician Council by positively attracting technician members and setting targets for the number of professional technicians to be achieved by the end of 2013. Of the professional bodies that support the initiative CIBSE is the first name to appear.

**International Activities**

The proportion of members residing outside the UK totals 27% and members reside in 95 countries excluding the UK. International membership has grown by 31% from 2001. As well as international regions CIBSE activities are supported locally by Country Representatives in Bahrain, British Columbia, China, Ontario, Qatar, Singapore, South Africa, Sri Lanka, Thailand and UAE. There has also been interest in Malaysia and Oman about forming a local group. Vice President Peter Wong in Hong Kong and Vice President Peter Kinsella in Australia and New Zealand, play an important role in developing membership growth in these
Following a visit by Andy Ford, Immediate President, and Tony Sung, Board member, to Chongqing University in October 2011, the University is keen to have CIBSE accreditation for their degree courses and the accreditation visit is expected in September 2012.

Regions

Roadshows have been held in the West Midlands Region and the South Wales Region attended by CIBSE senior officers and staff who met local members at a Regional committee meeting. Useful discussions focused on issues and concerns, and relevant feedback with a list of actions was recorded. Further visits are planned to other Regions and a development plan for Roadshow over the next 3 years is being developed together with a budget proposal.

Professional Practice Committee

The Board has agreed that it should delegate the power to make disciplinary decisions to the Disciplinary Committee whilst retaining the role of appointing the Appeal Committee where required. The recommendations of the Disciplinary Committee on disciplinary actions or otherwise will in future go to the Professional Practice Committee for decision and a report on this decision will be made to the Board by the PPC Chairman.

In accordance with this change Regulations 29, 31, 32, 33 and 34 have been re-drafted and approved by the Board. The Committee will be revising its disciplinary rules on the new rules.

The Professional Practice Committee has drafted guidance based on the Bribery Act for members who give or receive hospitality from people with whom they have a professional relationship. This will be published on the website. Revised draft guidance on professional standards and tendering is also being considered.

Director of Membership

Marie Dignan, Director of Membership, will be leaving CIBSE on 22 June and Carilyn Clements has now been appointed to take over this role from 11 June 2012.

TECHNICAL & POLICY

Technical Team

The Technical team contributes to a wide and varied range of activities, including managing the Institution’s interactions with the Departments of Energy and Climate Change, Communities and Local Government and Business, Innovation and Skills, and with bodies such as the newly formed Education Funding Agency, OFGEM and various bodies associated with the delivery of the Green Deal. The team also contributes to activities of the Construction Industry Council, UK Green Building Council, British, European and International Standards, the Better Buildings Partnership, Zero Carbon Hub and the NHBC. Highlights of these activities are described in the following sections.

The Technical Networks Team manages the Societies, Specialist Interest Groups, Young Engineers Network and contributes to University Liaison, in particular in relation to research activities. The team also provides support for CIBSE Services work in Certification, in particular around the Green Deal at present, but also in seeking new areas of activity appropriate to Services, and for publications. These are also described below.

Building Information Modelling

Although Building Regulations and the Green Deal may be the legislative headlines, it is increasingly clear that the work of the Cabinet Office Efficiency and Reform Unit, associated with the Department of Business, Innovation and Skills BIM Implementation Strategy offers real promise of fundamental reform of at least public sector procurement. This will have significant and far reaching impacts on the construction sector as a
However, once Green Deal gets underway, there may be some significant technical questions relating to the focus is on for CIBSE, although it is still difficult to fully assess how this will operate in practice in the market. Initial stock. Whilst there are significant reservations about its detailed delivery, it remains a significant primary policy and legislative driver for the Coalition in relation to the energy efficiency o

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Building Regulations 2012 Consultation
Building Regulations and Part L are to be further revised in 2013, with some of the changes, particularly those to Part L, possibly coming into effect in 2012 alongside the Green Deal. CIBSE submitted responses to DCLG. There has been significant press coverage of the proposals for consequential improvements, and there has been heavy briefing that the Prime Minister will veto the introduction of consequential improvements. Some Tories are now trying to blame the Lib Dems for the Green Deal, although it was in the Tory manifesto. The implications for jobs and for carbon savings and energy efficiency are significant, with consequential improvements claimed to promise almost ten times the carbon savings that will be achieved through further tightening of the requirements for new buildings. This article, http://www.newstatesman.com/node/184913/ gives a very clear summary of the politics. At this stage it seems likely that there will be some form of consequential improvements on extension of habitable space (loft and garage conversions and extensions) but not for boilers or replacement windows. The proposals present new challenges both for domestic and non-domestic buildings alike. Whilst the zero carbon housing agenda poses a significant engineering challenge, refurbishment of the existing housing stock to achieve low-carbon performance will be even more challenging, on a much greater scale. Until recently the house-building agenda has developed with limited input from building services engineers. As we move closer to the 2016 target for low/zero carbon homes the need to introduce mechanical services will increase, presenting a new area of possible growth for CIBSE and its members. CIBSE is actively engaged with housebuilders, the Zero Carbon Hub, NHBC and others in the sector, and has established the Homes for the Future Group to develop CIBSE’s presence in this area and identify opportunities for further development.

The Energy Performance of Buildings Directive and UK implementation continue to be an area of significant challenge. Whilst it will be a condition of becoming a Green Deal Advisor to be an Energy Assessor, the Green Deal scheme is being handled by DECC. However, the Energy Assessor scheme continues to be run by DCLG, who must implement the recast Directive, and provide details of the implementation to Brussels, by 9 July 2012. We have been led to believe that since this is a Directive and will be implemented under the European Communities Act then there is no need to consult, since the provisions of the Directive will just be “copied out” into the implementing Regulations. However, some aspects of the recast Directive, such as the Article relating to penalties and enforcement, are not amenable to being copied out, and there is an explicit requirement in one Article to consult stakeholders on implementation. It is understood that the European Commission are unhappy with aspects of current DCLL policy on the Directive.

The technical department is working with various others to seek to establish how DCLG will address this. There is ample scope for a debate about how those aspects are to be implemented, and the potential burdens and benefits of the various possible measures, which seem to offer scope for a consultation, as indeed occurred in Scotland. But at this stage DCLG shows no sign of engaging with anyone on their plans, and we anticipate that implementing regulations will be launched in due course with no engagement with the sector. This is a particular challenge for the ongoing work to extend Display Energy Certificates to the private sector, in which the EPB team shows no interest. The outlook in this area is set to remain challenging.

Green Deal
Government’s flagship policy for improving the energy efficiency of the UK building stock is due to be launched in October 2012, although probably focussing on domestic installations initially. Green Deal is the primary policy and legislative driver for the Coalition in relation to the energy efficiency of the existing stock. Whilst there are significant reservations about its detailed delivery, it remains a significant opportunity for CIBSE, although it is still difficult to fully assess how this will operate in practice in the market. Initial focus is on the domestic side of the Green Deal, whilst CIBSE is primarily interested in non-domestic. However, once Green Deal gets underway, there may be some significant technical questions relating to the...
building physics of domestic refurbishment. CIBSE may be expected to be able to provide guidance on these issues. CIBSE has received accreditation by UKAS as a certification body for green deal adviser organisations. We continue to participate in the various working groups and the Ministerial Forum on maximising uptake under the Green Deal. **This is a significant achievement by the Certification Team.**

### The Society of Light and Lighting
- The 2011-12 Masterclass series ‘One Building a Minute’ has been completed. The plans are already underway for the 2012-13 series, titled “Beyond the Code”;
- The Society’s flagship competition, Ready Steady Light, celebrated its tenth anniversary in March;
- The new Code for Lighting has been published, and an updated edition of LG1 (The Industrial Environment) has been completed and is awaiting publication;
- The Society took an active role at Light & Build, Frankfurt in April, including a Masterclass;
- Three new Sustaining Members have joined the Society and Holophane Europe are returning as Sponsors in Partnership after a one-year sabbatical;
- The Society’s prestigious Young Lighter of the Year final with take place at Lux Live in November;
- SLL continues to grow on Twitter – follow them @SLL100.

### The Society of Public Health Engineers
- Current membership of 175 (169 in May 2011) with 37 Industrial Associates supporting its work;
- Holds regular technical meetings in London, the North West, Scotland and the South West;
- Currently helping to revise CIBSE Guide G: Public Health Engineering;
- Chairman Chris Northey represented SoPHE as a speaker at ‘Combating Legionella Manchester 2012’ and the WRAS Conference ‘Shaping the Future’, both held in March.

### The Society of Façade Engineering
- Has 257 members (244 in May 2011), with 42% of the members based outside the UK;
- Holds regular technical events in London and has started to hold events in the Gulf region;
- Provides speakers at UK and overseas events to promote the Society;
- The recent AGM saw a change of Chairman to Graham Fairley of AECOM.

### Institute of Local Exhaust Ventilation Engineers
- ILEVE development is progressing, with membership now standing at 132 Affiliates;
- Held a very well attended AGM in May, with reports and lively discussion on progress over the first year in operation;
- The grading process and requirements are being finalised by the ILEVE Membership Panel and the first ILEVE grades will be awarded in the next two weeks.

### Specialist Interest Groups
- Have approximately 126,000 separate Group memberships - up almost 22% over the last year. This figure represents a total of 31,000 unique individuals across all Groups;
- 20,000 of these individual Group participants are not in CIBSE membership - 65% of the total number of Group members;
- The Groups with the largest followings are ASHRAE, CHP, Daylight, Electrical Services and Energy Performance. Across these five Groups alone there are 17,000 non-CIBSE members;
- Approximately one third of all Group participants are non-UK based.

### Young Engineers’ Network
- The Young Engineers’ Network (YEN) has now grown to approximately 2000 members, representing a doubling in numbers in the last year. This is partly due to ease of joining on-line;
- there are now 11 active YEN Centres across the UK and internationally, with interest in the creation of new centres in South Wales, Southern Region, northern Ireland and ROI;
- A weekend meeting of the YEN Chairmen was held in South Wales in April, hosted by the Region, with sponsorship support from Ruskin Air Management Ltd.
The CIBSE ASHRAE Technical Symposium 2012

- The second Technical Symposium, held on April 18-19 2012 at Imperial College London was a great success with an increased number of attendees compared to the 2011 event;
- 50 papers and posters from industry were blind refereed before presentation at the event, and there was a lot of very positive feedback;
- Papers are now available to access on the web via the CIBSE website;
- We are currently planning the third Symposium for April 2012, with details to be confirmed shortly.

Certification
The team continues to provide regular technical support to CIBSE Certification, participating in discussions with both DCLG and DECC in relation to the Energy Performance of Buildings regime and the Green Deal, and exploring new areas of activity for the Certification team.

Publications and Research
The team contributes to various R&D projects, managing support from the research fund for publications, including revision of Guides A, B and F, CIBSE TM44 for air conditioning inspections, benchmarks for energy assessment of buildings and development of CIBSE TM22 to support a range of building performance evaluation projects. There is also currently activity to negotiate access to updated weather data from the Met Office, and discussions about CIBSE guidance in relation to overheating in buildings.

Communications and Marketing
The team supports the marketing, press and communications team on media work, public affairs issues and the CIBSE Journal, providing articles for the Journal and other publications to raise CIBSE’s profile and contribute technical input to press releases.

University Liaison
The team works with a number of research active universities, especially in the areas of energy performance and building services related research. Several do not currently run CIBSE accredited courses. This extends our network for developing new knowledge within the CIBSE membership, and provides opportunity for the development of membership within these departments. The membership team recently visited the Centre for Doctoral Training at UCL as a result of our participation in the Centre’s Steering Committee. CIBSE Technical department is also involved in several other University projects, and we are looking to develop these links in association with the Membership Department.

This is a three-year research project, funded by E.On and EPSRC UK, with Kings College London, University College London, Cardiff, DeMontfort and Leeds Metropolitan Universities and the University of Greenwich, aiming to engage social housing tenants in the design of control systems that they like that will give them acceptable comfort conditions and reduce their energy use.

CALEBRE, 'Consumer-Appealing Low Energy technologies for Building REtrofitting' aims to establish a validated, comprehensive refurbishment package to reduce UK domestic carbon emissions that is acceptable and appealing to householders, specifically targeted at solid-wall properties (classified as 'hard-to-treat'). It brings together the Universities of Warwick, Ulster, Nottingham, Oxford, Heriot-Watt and Loughborough.

REHVA
CIBSE continues to participate in REHVA, both through the main activities organised by the REHVA secretariat in Brussels, and through a smaller co-operation group. Useful discussions with the current REHVA President, Professor Michael Schmidt of Stuttgart University, are ongoing, as well as with the new REHVA Secretary General. Our current representatives on REHVA, Donald Leeper and Derrick Braham, are looking to handover responsibility for this activity over the next year, and discussions about how best to achieve this are underway.
CIBSE SERVICES REPORT

Building Services – the CIBSE Conference and Exhibition

Planning is well advanced for Building Services – the CIBSE Conference and Exhibition which will take place at Olympia, London on October 10th and 11th, 2012.

http://www.buildingservicesevent.com/

CIBSE Certification

After a slow start to the year, lodgement credit sales have now nudged ahead of target. The expected introduction of new SORs reported previously has now been delayed until July with the exception of Air Conditioning. The Air Conditioning SORs came into force in April to coincide with the requirement for mandatory lodging on 6th April.

Air Conditioning

A rush in completing voluntary lodgements was noticed in March. This has resulted in a “soft start” for the use of DCLG approved software for mandatory lodging, so the expected increase in lodgement credits sales has not materialised yet. On the plus side, we have not been swamped with queries from new users.

There are now 4 software packages approved by DCLG, the DCLG freeware and software produced by three other accreditation schemes. We already have agreements in place for our assessors to be able to use Quidos and Sterling software, and we have now reached an agreement in principle for them to use the latest software to be approved from ECMK. This means that our assessors are free to choose the software that they judge to suit their needs best. The 3 schemes have developed their own software to attract assessors to their schemes. The arrangements that we have are unique to CIBSE and reflect the value that the other schemes see in having CIBSE assessors using their software. For us it means that we are not at risk of leaking assessors to other schemes in order to access the software.

Green Deal

We were to be announced as a Green Deal Advice Certification Body in May. We are now working to promote and develop the service.

Carbon Trust

We have introduced an application procedure for former Carbon Trust Consultants to apply to join the LCC Register. The Carbon Trust Register closed on 31 March 2012. We believe that there are potentially up to 90 people who would be eligible for this transfer. To date, 5 have successfully completed the transfer and a further 10 are in the application process.

EPBD/DCLG

Following the BSRIA/DCLG audit on the 16th March, we received notification of a final notice and an initial notice on 25th April.

The items in the initial notice will be straightforward to address, subject to some points of clarification that have been raised. The final notice concerned our continued failure to update our software systems.

In our response to this, I explained that we had experienced problems with a contractor going into liquidation, and in a conversation with Mark Cousens, he agreed to review the deadline date for our new system in line with our current programme.
Training and Events

Mid-Career College

Results for the first quarter are strong for both public course and in house sales. These good results are the result of some more aggressive marketing.

Work has started on a new programme of events for Sep 2012. We are hoping to introduce a few new topics to the programme including biomass, various lighting events, BIM.

Conference programme

It is still hard to engage delegates and the first quarter is behind budget partly due to a cancelled event that did not sell (Maintenance and Sustainability – a collaboration with the Maintenance Task group). Looking forward we had a successful Data Centres event in April and we had an event in May on BIM that pulled in a healthy number of delegates. Any new ideas for conference topics are always gratefully received.

Online learning

We have a steady set of customers (still mainly from our early adopters but a few individual sales). The 10th unit on Air Conditioning Systems has just gone live, and we are starting work on Commissioning and Testing as our next unit. Work is progressing with LSBU in relation to collaboration on an MSC.

Professional Learning

The first quarter has stood up well but with green deal looking less likely to create an immediate training need, the second half of the year may be more of a challenge.

Journal

The Journal’s financial performance matched budget in the first quarter of 2012, despite difficult conditions and small increases in costs for printing and postage. The March issue (84pp plus a 24pp Schools and Education Supplement) was particularly strong, with a combined print and online income of £100,000. The April issue performed less strongly, generating revenue of £62,000 (although with lower associated costs).

The planned CIBSE Supplement will now be published in August focusing on the relevance and benefits of CIBSE Knowledge and the Knowledge Portal.

The forthcoming June issue will focus on chillers and will include coverage of the Technical Symposium, while the July issue will have features on air conditioning and car park ventilation and will include a three-way panel interview with Andy Ford, David Fisk and George Adams.

Following a Commercial Meeting in April, a Careers Guide is being developed for November, a Consultant Directory is planned for March 2013 and a Facades supplement is provisionally scheduled for 2013. Negotiations are continuing to reduce expenditure in 2012 on digital activity (Jobsites, cibsejournal.com and the e-newsletter), as well as exploring opportunities for running more round tables and webinars around areas of topical interest e.g. BIM.

The next electronic newsletter version of the Journal will include an option for members to opt out of also receiving the printed copy, in an effort to reduce costs and environmental impact. Changes in the ABC auditing rules mean that this would now not impact our circulation figures.
Preparations for CIBSE BPAs 2013

Preparations are currently underway for the CIBSE 2013 Building Performance Awards, which will be held on Tuesday 5th February 2013 at the Grosvenor House Hotel.

Grosvenor House have increased minimum numbers for our date by an additional 50 to 850, so we are working towards achieving increased table sales.

Redactive are also currently considering the following points:
- Research and recording of potential projects suitable for 2013 entries
- Project planning for launch of Awards in June
- Creative refresh ideas and 2013 logo creation
- Creation of new 2013 entry system
- Early stage sponsorship conversations
- Review and evaluation of current list of categories to ensure relevance

Publishing Activity

Published in 2012:
- SLL Code for lighting NEW EDITION, in hard copy. Delivered 12 April
- TM44 Inspection of air conditioning systems NEW EDITION. Published March 2012

To be published in next quarter:
A number of titles are starting to back-up in production. We will use out-house resources to complete the project through to delivery
- Guide F Energy efficiency in buildings NEW EDITION. Production virtually complete, nearly ready for print. Some last minute additions required (May)
- AM12 CHP for buildings NEW EDITION. Ready for production (June)
- KS Psychrometry NEW TITLE. Ready for production (July)
- KS Humidification (co-publication with FETA) NEW TITLE. Peer review completed (July)
- KS Data Centres NEW TITLE. Peer review completed and comments back with Steering Group (July)
- TM Ground Source Heat Pumps NEW TITLE. Authors work to be completed - filling gaps in draft (July)

Next titles for publication
- Lighting Guide 1 Industrial Lighting NEW EDITION. Draft supplied this week for start of production work (July/Aug)
- TM13 Minimising the risk of Legionnaires’ disease. NEW EDITION. Draft nearing completion. Refereeing in May. (July/August)
- Building Operations Manual NEW TITLE. Draft for public comment process ended requiring additional authoring and editorial work (July/Aug).
- AM Biomass (co-publication with Carbon Trust) NEW TITLE. Draft still at CT requiring additional work including more on h&s, prior to submission to CIBSE. This then needs to be refereed (Aug)
- TM Refurbishment NEW TITLE. Long term project, nearing completion (August/Sep)
- New Future weather data (nearing completion).

Later in 2012 (Q4):
- TM Energy performance of buildings at the design stage NEW TITLE. New project for delivery 2012
- Guide K Electrical installations NEW EDITION. Project stalled under existing Chair. New process established under different chair to get completion using HK University
Key projects

New proposal for a TM - Energy performance of buildings at the design stage, proposed and approved by PROD in March, first meeting held and should move to completion and refereeing over the next 3-4 months for quick publication Q4 2012.

Guide A: Environmental Design. Negotiations with the Met Office regarding access to weather data needed for the update of Guide A chapter 2 eventually resolved. A5 draft delivered. Other Chapters moving well with A8 ‘Health and safety’, previously with concerns over progress, catching up.

Guide B: HVACR Systems. All sections now progressing with B1 ‘heating’ probably slightly behind.

BIM project. Initial plans for a publication on BIM, were replaced by further proposals, now replaced with suggested creation of product templates.

Resource

Greater concentration on publication projects will be bearing fruit during 2012 with delivery of a good number of titles (with credit to Sanaz Nazemi). In-house resource currently acting as a bottleneck and assistance of reliable out-house resource being utilised.

Publication Sales

2012: YTD sales revenues (just under £38k) are significantly reduced from the same period in 2011 (down 38%) – but difficult market conditions and lack of new titles stimulating interest are impacting besides presence of Knowledge Portal. It is too early to see any impact of recent publications on overall revenues or to draw any conclusions on impact of KP on sales (eg TM44 and SLL Code for Lighting published end Mar/mid April respectively). The next quarter will give a clearer picture.

The one CIBSE release since the launch of the KP, KS17 on ‘Indoor air quality’ is part of a series that traditionally does not sell well, has seen sales of 65 copies but the same book has been downloaded 710 times.

Top selling titles for 2012 with YTD figures are:

Domestic heating design guide – Domestic Bldg Services Panel (114 copies)
Lighting Handbook (68 copies)
KS17 indoor air quality & ventilation (46 copies)
Guide A (32 copies)
Guide B (31 copies)
TM44 (29 copies)

New revenue streams have been created for through licensed use of extracts of TM44 in Lodgement tools with 2 providers.

Other activity

Move towards ‘print on demand’ (in batches) on most titles when they go to print will reduce excess initial investment in stock and reduce risk of over-stock.
We will be establishing a wider list of “approved” contractors to support in-house resource – both production
editors and printers. Closer working with ASHRAE – with staff exchange agreed for later in 2012, some shared projects to be investigated.

**KP Activity**

Since its launch in November 2011, the Knowledge Portal has seen regular growth in visitor numbers with month-on-month increments reaching over 41,000. March 2012 saw an additional big jump, partly attributable to the final switch-off of the old CIBSE Bookshop site with new links to the KP as the prime source of publications, with visitor now running at over 10,000 per month.

The percentage of these visitors who actually register i.e. members entering the KP to access documents or to “mine” for information is lower than expected (about 4.5k out of the 15.5k paid-up members who have access), those that do make regular and more intense use of it. Regular communication about the value of the KP, its content and functionality will help – as will future developments identified for KP Version 1.1. Of all visitors, those who have been to the site before represents a slowly increasing proportion – currently at 34% (although I am starting to question the accuracy of this statistic). The numbers of downloads of documents are impressively high, and those using the view on line option is also growing but at a significantly lower level.

Visits have been made to the KP from 142 countries so far (out of the 196 in the world) showing the spread of CIBSE and its members across the world and as a percentage of all visitors it is settling down to fairly reflect the overseas membership.

As access to Knowledge Portal is tied to payment of 2012 subscriptions, the number of members with full access to use the KP is growing currently.

**Statistical analysis**

Current figures show that the KP has since soft launch on 01 November had:
- 41,352 visits from 27,620 different visitors ie returning visitors account for 34% of visits.
- Visits have come from 142 countries, with overseas visits accounting for 32% of the total.
- 4,581 visitors have registered on the KP and of these, 2,536 have downloaded a total of 31,571 CIBSE documents.

The most popular publications remain: Guide A (1343 downloads); Guide B (1149); then Guides C, D, F, K M & G (with 901, 830, 789, 762, 742 and 718 respectively) before the most recent CIBSE release KS17.

We have had 109 new joiners using the Quickjoin process in the KP – and does not cater for student joiners. The overall rise in membership would seem to vindicate the strategy of the KP as an aid to membership retention and to attract new members.

**Feedback**

No major issues have been identified or reported in KP or its functionality. Principal issues remain around access - primarily forgotten log-in details and delay in getting access after payments have been made (due to data). The quantity of feedback generated by the KP itself is very small with other mechanisms e.g. LinkedIn appearing to be preferred as media for dialogue.

**Finance**

Current expenditure remains on KP maintenance, support and overheads. Larger expenditure (within budget) will be made on Version 1.1 for delivery end 2012.
Current activity

**KP strategy.** A three phase development strategy for the KP has been agreed in principle with a clear view of version 1.1 (2012) to be followed by Version 2 in 2013. The development group has also agreed a revised structure for Knowledge procurement and production with development to PROD and new sub-committees (to be presented to the Board in May and Council in June).

Part of the strategy involves the inclusion of additional documents from partnering organisations, with some content free to CIBSE members.

**Marketing KP.** The KP is fully integrated into overall marketing and communications strategy. A number of articles and advertisements have been used to inform (and hopefully enthuse) the membership. Regular drip feed of information is required to coax members into looking deeper into the KP to assess what it actually is and the benefits it may bring. Other mechanisms to engage with members over the KP and its development are evolving.

**Patrons.** Patrons are being given a special access to the KP – and details have been supplied to patron organisations.

**INVESTMENTS**

**Certification QA system**

Information Prophets have produced an automated QA system for Certification which is expected to go live in July.

**Certification APEL system**

This has now been produced by Psycle and is expected to go live in June.

**MARKETING AND COMMUNICATIONS**

**Building Services – The CIBSE Conference and Exhibition**

Arrangements are progressing well for the CIBSE Conference and Exhibition which will take place on 10th and 11th October 2012 at Olympia in conjunction with UBM. The combined 2012 event is expected to attract more than 7,000 exhibition visitors AND 200+ conference delegates over the two days.

Through debates, discussions, presentations and expert-led roundtable workshops, the 2012 conference will use the combined experience of internationally recognised experts to deliver a top-quality, content-rich programme which will focus on business challenges including:

- Benefiting from BIM
- Making the most of business opportunities abroad
- Acquiring new customers and winning new business
- Optimising collaboration across the procurement chain
- Delivering sustainability from conception to realisation in a cost-effective way

**CIBSE Building Performance Awards**

The Building Performance Awards 2012 took place in the Grosvenor House Hotel in London in February; the night was hosted again by Huw Edwards. The awards grew again in terms of both numbers of entries and attendees on the night. We received 109 entries, gained increases in both sponsorship and table sales. On the night there were 720 people in the room.
We are already working on the 2013 Building Performance Awards, and have been working with our events agency Red Active to secure London’s Grosvenor House Hotel on Tuesday the 5th February 2013. We are in the process of looking at and making any necessary changes to the categories and criteria before we go launch the awards in June.

Public Relations
Following a review of resource we have now engaged a PR agency, Think Tank based in Farringdon. Their brief is to increase the quality and quantity of press coverage, to provide an active Press Office service, to assist with Public Affairs activity as required and to dovetail with Social Media activity

Social media update
As a growing channel, social media is now resourced within the marketing team and work is underway to integrate this across all our communications. We are currently setting up an online management system with the support of our new PR agency and developing a draft social media policy. As many social media groups already exist under the CIBSE banner but very few actually managed by HQ, an audit of where the CIBSE brand is being used on these platforms is another strand of this work prior to increasing our presence.

The CIBSE Linkedin group has now grown to nearly 6k members and is proving successful with improved management of content and engagement. Although we have been using Twitter for some while we intend to improve our activity and engagement during 2012, currently we have nearly 5k followers. In addition we have just set up a blog system for the President with the first blog to be online in the coming weeks.

CIBSE websites
The CIBSE website homepage has recently had a small revamp to include a focus on communities, a more dynamic news feature and highlighting of the successful projects from our Building Performance Awards. In addition a new President’s Area has been created to make the work of the Presidential team more prominent which includes the webcast of the Presidential address and will soon include a monthly blog from David Fisk.

More generally a programme of creating microsites for the regions, groups and societies continues, the aim of which is to bring a consistency of branding and content to all CIBSE related sites. Microsites for ILEVE, Home Counties South West, Home Counties North West and the Natural Ventilation Group have already been created, with YEN, SoPHE and SFE under constructions. The IT team are currently undertaking a full IT review which includes reviewing the infrastructures of all CIBSE’s websites and the technology they should be using in the future.

General Marketing
The team supports CIBSE Services across certification, training and events, technical department with marketing support, planning and implementation.

There is an issue currently with members complaining of too many emails. This is under review with the Marketing Manager who is compiling a report with recommendations.

The CIBSE strap line ‘Engineering a sustainable built environment’ is also under review with input from the Communications Committee. This will be discussed at the next Council meeting.

SUPPORT SERVICES

Institution Funds
A task force has met to discuss the Institution’s range of Funds, which includes the Education Fund, Research Fund, Richard Tully Fund, and Ken Dale Fund. Proposals are under consideration for the promotion of the Funds, and for activities which might be supported by the Funds to raise their profile, and to
encourage further fund raising to support the Institution’s work.

**IT systems**
The review of the Institution’s CRM and wider IT strategy is progressing with a report due in August ahead of budget considerations in the Autumn. In view of the complexity of inter-related systems, and their importance to the work of the Institution, it is anticipated that a three year programme of work will be proposed for 2013 to 2015.

**FINANCE DEPARTMENT**
The Finance team completed a successful statutory audit this year and the Institution’s accounts were approved by the Board and presented at the Institution’s AGM.

Management accounts continue to be issued on a monthly basis for both CIBSE and CIBSE Services, and work is progressing on the forecast for the year to December 2012.

Work on the budget for 2013 will commence in September 2012.