CIBSE ANNUAL REPORT AND FINANCIAL STATEMENTS 2013
It was in this context that I set out a manifesto for the year. All its heart is a vision to encourage CIBSE and its membership in low carbon thought leadership and whole life thinking in the built environment.

We established the importance of building performance, sustainability and true engineering within a drive to put the adaptation of cities firmly on our long term plans. Looking towards the time when 70% of people will soon be living in cities, coupled with the challenge of increasing urban heat build-up beyond sustainable levels within a world of climate change that seems truly upon us. We have put building services, engineering and sustainability at the heart of the response to what is a huge and long term challenge for our cities.

CIBSE must continue to develop global thought leadership, inspiring cities and buildings adaptation for the impact of climate change act encouraging collaborative working and embracing diversity to strengthen the industry to deal with the vast changes gong on around us - not least of which is the drive for our existing buildings to use significantly less energy.

And how will we know if we are achieving this vision? I hope the following goals provide a useful measure to show how we are progressing:

• Society is beginning to recognise and value great engineering and CIBSE is effectively promoting the significant role our membership play in creating great and efficient buildings for people to live, work and play in. To embrace this our CEO, Stephen Matthews and myself with board approval updated the CIBSE organisational structure to be more aligned with the challenges and opportunities ahead.

• The applications and implications of engineering will be integral to global and national development through environmental concerns and the climate change adaptation of buildings and cities. Society and commerce will depend on our engineering society stepping up to these challenges.

• We set out to work more collaboratively with all the built environment professionals. Good progress has been made and it is important we continue this work.

• CIBSE and its members are embracing the need to inspire young people to make engineering services in the built environment a career of choice.

• Engineering the built environment can be a desirable career choice for people from all social, ethnic and economic backgrounds. To support our efforts in this area we secured a significant research grant from the Royal Academy of Engineering.

• Different areas of the engineering profession will be better represented within CIBSE, as we continue to grow relationships which embrace the engineering, facilities management and technician communities and develop networks (such as YEN and WiBSE) for people at all stages of their careers.

These are ambitious objectives, but the stakes are now very high and so we have aimed accordingly. This document sets out CIBSE’s key activity over 2013 and our steps towards these goals and others as set out in the Institution’s Strategic Plan.

Despite the difficult business environment, that progress has been substantial, with CIBSE members leading the way. CIBSE is reliant on the enthusiasm and contribution of its members in devoting their time to such activities as writing guidance, judging awards and chairing committees. I sincerely thank all those members who have given up their time for the Institution in 2013 and into 2014, and congratulate them on their achievements.

Finally I would like to recognise all the hard work by the CIBSE team and our Journal along with our regions, special interest groups, societies, council and the board for supporting the objectives and challenges we set out along with conducting all our ongoing array of yearly activities.

George Adams, CIBSE President
The Institution’s core objectives are outlined in our Strategic Plan 2011–16, which defines the core purpose of the organisation and our strategic objectives. It provides a framework for prioritising work and a focus for the Institution, to ensure that all of our activities support our core purpose and objectives.

Our objectives are to:

• Develop a growth strategy for Membership by broadening and deepening our membership across the disciplines and roles associated with the built environment.

• Identify and generate adequate funding to provide the research to sustain and disseminate our knowledge base.

• Develop appropriate partnerships which support our core purpose and which recognise our dual role in both engineering and construction.

• Pursue CIBSE’s core purpose of promoting competence and knowledge, through engagement in issues including the safety of people in and around buildings, sustainability, climate change, use of natural resources and globalisation of the engineering industry.

• Continue to set appropriate standards for the art, science and engineering of the built environment and to register competence in support of regulatory frameworks.

• Deliver excellence to all our stakeholders by establishing effective operational mechanisms within CIBSE’s HQ and through the volunteer networks.
1. IMPROVING BUILDING PERFORMANCE

Building services exist to make the places where we live, work, learn and shop healthy, pleasant and comfortable. A key part of this is delivering better building performance – it is the primary focus of all the engineering we undertake.

Building Performance Awards

British Land were announced as the overall Carbon Champion of the Year at the 2013 Building Performance Awards, which took place on 28th February 2013 at the Grosvenor House Hotel, London. The Building Performance Awards are CIBSE’s flagship annual event and recognise the businesses, teams, products and projects that demonstrate engineering excellence in the built environment. The awards focus on actual, measured performance, not design intent or performance specifications.

Building performance has taken on an increased significance as it focuses on enabling efficient energy consumption within the built environment. CIBSE President, David Jones explains: ‘Since our buildings use nearly half our energy, this should be a matter of national priority. This project, and products showcased tonight show us what can be achieved and raise the bar of best practice for all of us in the built environment.’

The CIBSE Building Performance Awards are designed to involve clients and the full supply chain, as well as giving recognition to the role of building services engineers, and reward the best examples as well as giving recognition to the role of building services, training and education.

The CIBSE Building Performance Awards are:

• Training for Building Performance Award
• Building Services Consultancy of the Year
• Building Operation Award
• New Build Project of the Year
• Client of the Year
• Energy saving Product Award
• Collaborative Working Award
• New Build Project of the Year (value up to £5 million)
• Building Services Consultancy of the Year (Scotland)
• Client Energy Management Award
• Building Services Consultancy of the Year (Northern Ireland)
• New Build Project of the Year (value above £50 million)

The winners of the 2013 Building Performance Awards were:

- Training for Building Performance Award: sponsored by Schneider Electric and The Blyth Centre
- Building Services Consultancy of the Year: Number 20 Lena Gardens, London - Sponsored by Hitachi
- Building Operation Award: sponsored by Schneider Electric and The Blyth Centre
- New Build Project of the Year (value above £5 million): sponsored by Artech

Building energy labelling

Building energy labelling remains a significant area of policy development, both in the UK and internationally. CIBSE has been engaged in ongoing efforts to raise awareness of and compliance with energy certification requirements in the UK, emphasising that energy labels deliver management information to assist owners and occupiers who want to improve the energy performance of their buildings. Energy certificates will be underpinned by proposed requirements for existing buildings to meet certain minimum energy performance standards when they are sold or let. This can only be effective if the energy labelling becomes the norm; our work with others during the year has shown this to be the current position.

We are also promoting the benefits of energy labels outside the UK, with a growing number of schemes emerging worldwide. CIBSE is a member of ASHRAE in the development of their building EQ energy labelling scheme in North America.

Building Information Modelling

The IBIMA Implementation Strategy seeks to fundamentally reform public sector procurement, with a 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 engage our work. IBIMA’s Strategy is one of the first attempts at measuring the impact of building energy consumption of buildings and help architects and engineers to measure the energy use and CO2 emissions from buildings and help architects and engineers to close the gap between designed and actual energy use.

Annualised energy records are stored to capture the year-on-year energy consumption of buildings. The tool caters can be filtered and reports generated to assess the energy performance of projects. The tool caters to manage the energy use and CO2 emissions from buildings and help architects and engineers to measure the energy use and CO2 emissions from buildings and help architects and engineers to close the gap between designed and actual energy use.

Carbon Buzz

The CarbonBuzz platform was formally launched at London’s Living Room at City Hall. Keynote speakers, Justin Snossor, head of the business group at British Land, and Ian Taylor, partner studio leader at FCBI Studios introduced the platform. ‘Benchmarking building energy data and sharing knowledge is key to firms ensuring that they manage energy performance more comprehensively,’ said Snossor. ‘We recognise there is a gap between the design and management process and we believe that through CarbonBuzz, we can close this gap.’

For more details, visit www.carbonbuzz.org
2. RAISING OUR PROFILE
AND SHAPING THE DEBATE

A key priority for CIBSE throughout the year was to raise the public profile of the Institution, in order to more effectively represent our members and to shape the debate around key issues in the building services sector.

Annual Lecture
Each year CIBSE’s Annual Lecture offers an opportunity for a guest speaker from outside the world of building services engineering to discuss a topic of their choosing with CIBSE members. It is intended to provide wider perspective and context to the work of the Institution, and is one of the most stimulating and popular events in the CIBSE calendar.

The CIBSE Annual Lecture was given this year by Future Cities Catapult Chief Executive, Peter Madden on 31st October 2013. In a thought-provoking address Madden looked at what the future holds for urbanisation, what this means for innovation, and the potential role of big data and cloud technology in helping better understand trends and patterns in our cities.

Madden reflected CIBSE’s view that using the new technology and tools that are at our disposal both to help capture information and understand the complexity of urban environments, will be critical.

For innovation to succeed, Madden argued that traditional silos and professional divisions, for instance between architects and engineers, must be broken down across the industry, again reflecting CIBSE’s position.

Also, thinking must take into account the complexity of systems in modern cities: ‘We need to think about whole systems and we - as a professional community - need to become systems thinkers.’

Engaging with government
The Institution continues to engage with government on a range of policies which affect building services. These include:

- Building Regulations (Zero Carbon Homes, Code for Sustainable Homes, etc.);
- Energy Performance Certificates (EPCs), Display Energy Certificates (DECs) & Air conditioning inspections;
- Energy Audits under the Energy Savings Opportunity Scheme;
- The Renewable Heat Incentive and Feed in Tariffs;
- Green Deal and the Energy Companies Obligation (ECO);
- Minimum Energy Performance Standards;
- EU minimum standards and energy performance labelling;
- Building Information Modelling.

Responsibility for these policies is spread across at least six Departments: Energy and Climate Change, Communities and Local Government, Cabinet Office, Business, Innovation and Skills, the Department of Environment, Food and Rural Affairs and HM Treasury, and we seek to influence the development and implementation of policy through participation in various advisory groups and fora.

Media relations
CIBSE has been working with PR agency The Think Tank since May 2012, to provide additional expertise in engaging with the media and clarifying key messaging and priorities.

This bore fruit in the increasingly wide range of media coverage which the Institution received in trade media (such as Building and Building Design) as well as the national press (including The Financial Times, Guardian and Sunday Telegraph). CIBSE press releases can be viewed at www.cibse.org/pressreleases and a selection of media coverage can be accessed at www.cibse.org/cibseinthepress.

Work is ongoing to develop a long-term media campaign around the theme of noncompliance with Building and Energy Performance Regulations and to continue to build on messaging around the importance of building performance in the wider context of climate change and the continued need for energy demand reduction.
3. CREATING ENGINEERING KNOWLEDGE

The creation and dissemination of engineering knowledge is at the heart of what CIBSE does. CIBSE is the standard setter and authority in building services engineering. It publishes Guidance and Codes which are internationally recognised as authoritative, and sets the criteria for best practice in the profession.

CIBSE Knowledge Portal

2013 has seen the second year of operation of the CIBSE Knowledge Portal since its launch at the end of 2011. The Knowledge Portal gives CIBSE members, of all grades, online access to the full range of professional content. The portal gives CIBSE members, of all grades, online access to the full range of professional guidance and knowledge, including the CIBSE online access to the full range of professional guidance and knowledge, including the CIBSE online access to the full range of professional guidance and knowledge, including the CIBSE online access to the full range of professional guidance and knowledge, including the CIBSE online access to the full range of professional guidance and knowledge, including the CIBSE online access to the full range of professional guidance and knowledge, including the CIBSE online access to the full range of professional guidance and knowledge, including the CIBSE online access to the full range of professional guidance and knowledge, including the CIBSE online access to the full range of professional guidance and knowledge, including the CIBSE online access to the full range of professional guidance and knowledge, including the CIBSE online access to the full range 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experience, optimised for viewing on the popular tablet. The same enhanced experience was made available online for desktop web browsers, android devices and smartphones, resulting in significant increases in online readership.

In 2013 the Journal also held its first webinar, focused on energy related products, looking at the implications of the EU Directive. Through 2014 the Journal will continue to explore new areas for expansion, notably through developing the website and social media as well as offering further webinars and events.

SLL Newsletter continues to provide Society of Light and Lighting members with news of the Society as well as a range of technical features and articles. The newsletter serves a key role in keeping members informed about the wide range of events and activities run by SLL throughout the year.

BSER&T and LR&T
CIBSE has two technical Journals: Building Services Engineering Research and Technology Journal (BSER&T), and Lighting, Research & Technology Journal (LR&T). CIBSE members benefit from online access to the Journals as part of their membership package.

The contract with SAGE for the publication of these journals has been renewed for a further five years. Subscriptions will be offered for the two titles as a bundle, a strategy which has proved successful for several other SAGE titles, and both Journals are now published six times a year (previously quarterly), with pagination increased from 96 to 128 per issue, a doubling in the annual cost. At the same time the cost to the Institution of the publishing contract has been significantly reduced.

Two prizes for technical papers published in the Building Services Engineering Research & Technology (BSERT) were presented at the President’s Dinner in October. The Napier Shaw Bronze Medal for best paper on a research topic was awarded to Michael Barclay, Steve Sharples MCIBSE, Jian Kang and Richard Watkins MCIBSE for their paper: The natural ventilation performance of buildings under alternative future weather projections. The Carter Bronze Medal for best paper relating to application and development went to YH Yau for his paper: Climate change influences for building services systems for a large library building in Malaysia.

Training/CPD
CIBSE Training and Events department run numerous training courses, conferences, CPD courses, online learning modules and training for Energy Assessors.

CIBSE Mid Career College (MCC) runs over 200 CPD training courses a year, covering topics such as building regulations, energy efficiency, electrical services, lighting, mechanical services, fire safety, project and building management. Courses are delivered as part of a busy public course schedule, from September to July each year, as well as a rapidly expanding in-house course programme. In total MCC has trained approximately 1,500 delegates nationally.

Technical Symposium
The third CIBSE Technical Symposium took place at Liverpool John Moores University on 11-12 April with over 120 registered participants. The Symposium comprises peer reviewed presentations and is aimed at all those with an interest in learning about the latest thinking and developments in building services engineering. The event received good attendance and excellent delegate feedback.

Attendance was similar to 2012, and sponsorship support was greater. Sessions covered a range of topics including design for future climates, building simulation and ventilation for health and energy efficiency. The 2013 event was held alongside the YEN Chairs conference and a meeting of the BSER&T editorial panel. As well as a full programme of technical presentations, the conference reception at the St George’s Hall featured a guided engineering tour of the building led by Neil Bloomock, chair of the CIBSE Heritage Group. This is part of a strategy of building the Technical Symposium into a major technical activity for the Institution. The event has established an early reputation for providing a very competitively priced technical networking opportunity, which is designed to appeal particularly to younger engineers and to postgraduate and postdoctoral researchers, as well as those on Engineering Doctorate programmes.

Full details of the sessions, posters and papers presented at the Symposium can be found on the CIBSE website at www.cibse.org/symposium2013.

The 2014 Symposium will be held in conjunction with ASHRAE and hosted by Dublin Institute of Technology on 3-4 April. The theme will be ‘Moving to a New World of Building Systems Performance’.

Engineers work in cross-collaboration to produce unique solutions on a broad range of projects at Ramboll UK. © Hema Seshadri (www.carboncactus.com)
4. STRENGTHENING THE FUTURE OF THE INDUSTRY

The engineering industry is poised to play a vital role in the regrowth of Britain’s economy, yet there is a real skills shortage. A key part of CIBSE’s activity is to encourage young people into the industry and then supporting the career development of those working in building services. By promoting a diversity agenda we also tap into under-exploited new pools of talent and work to make our industry more effective and fulfilling environment to work in.

Young Engineers’ Awards

Each year CIBSE’s Young Engineers’ Awards celebrate and reward outstanding graduates and employers. The awards highlight the talent available to engineering employers while also promoting the importance of providing young engineers with opportunities to advance their careers. As well as rewarding and showcasing the innovative thinking, hard work and skills of graduate engineers, the awards scheme also picks out those employers who do the most to develop and encourage young talent.

William Hole, a graduate building services engineer with Buro Happold, was named the CIBSE ASHRAE Graduate of the Year 2013 at the Awards held at the Institution of Mechanical Engineers in London on October 9th, 2013. The Graduate of the Year was chosen from ten shortlisted candidates, each of whom made a four minute presentation on how they, as engineers, could contribute to society.

Employer of the Year Awards, which recognise companies for their commitment to train and employ young engineers, went to Apeco (small firms), Max Fordham (medium firms), and Hoare Lea (large firms) with Max Fordham winning the overall award.

Also presented at the event was the IMechE President’s prize – The Undergraduate Award. The CIBSE Undergraduate Award, sponsored by Hays Building Services, is designed to encourage students to develop their potential and aim for excellence. It is awarded to students in their final year of a building services course accredited by CIBSE, recognising their academic achievements at the end of their course of study.

Sophia Naylor, from the University of Nottingham, won the 2013 CIBSE Undergraduate Award. Naylor, who studied Architectural Environmental Engineering at the University of Nottingham, won with a project entitled: Application of Biomimetics to Improve Capacitor Transport in Heat Pipes.

The Habgood Brilliant Award

The Happold Brilliant Award 2012-13 was presented to the student who showed the most promise and wasimanly accepted by Derek King on behalf of the university. The annual accolade recognises excellence in the teaching of building services engineering.

Ken Dale Travel Bursary

There were three winners of the Ken Dale Travel Bursary in 2013: Kayley Lockhead, Angela Reid and Maria Wallace. Kayley Lockhead was awarded a bursary by the bursary committee. The bursary was established by Past President Richard Tully, who sadly passed away during the year. The bursary provides the opportunity to experience technical, economic, environmental, social and political conditions in another country, in order to examine how these impact on building services engineering.

The reports written by the bursary recipients are available on the CIBSE website at www.cibse.org/bursaries. In addition, Kayley Lockhead was invited to present her paper at a session of the ASHRAE 2014 Winter Meeting in New York.

Young Engineers Network

The Young Engineers Network (YEN) provides a means for newer entrants to building services engineering to organise events and to network. YEN is formed of regional Centres, each with its own Chair, working alongside the regional committee. The international network of Centres shares best practice and ideas.

The YEN has grown to approximately 6,000 members, doubling last year’s membership figure. There are 13 YEN Centres with another Centre in UAE starting shortly. 34% of YEN members are outside UK, with Hong Kong and Republic of Ireland having the most overseas members.

Diversity Panel

A new panel to promote diversity in the engineering sector was officially launched by CIBSE in May 2013. The Diversity for Improved Business Performance Panel was introduced by chair and CIBSE president George Adams during an evening networking reception. The panel aims to break down the barriers to under-represented groups in the building-services industry.

On the right, five guest speakers presented, including Chi Onwurah, electrical engineer, Labour MP for Newcastle upon Tyne and a shadow cabinet office minister, and Laraine Martina MBE, director of diversity and inclusion at NHS Employers, who gave a field of equity, inclusion, employment and skills at the Olympic Development Authority.
4. STRENGTHENING THE FUTURE OF THE INDUSTRY

Incoming CIBSE president George Adams said: “The vision is for CIBSE to be the leader among construction and engineering professionals and the built environment.” Dr Dorte Rich Jørgensen, former sustainability manager at Atkins, said that diversity and collaboration was needed to tackle global warming. “It’s about making sure we challenge our own behaviour and values; are we being energy efficient? Do we care? That’s absolutely key.”

One of the first actions of the Group was to sign the Diversity in Engineering concordat at the Royal Academy of Engineering in May. CIBSE was one of eight professional engineering institutions (PEIs) that signed the document, requiring PEIs to increase diversity among professional membership, communicate commitment to equality and monitor and measure progress. The Academy says it will encourage all 36 PEIs to sign-up.

Women in Building Services Engineering (WiBSE)

2013 was a very active first year for new CIBSE network Women in Building Services Engineering (WiBSE), which by the end of 2013 had over 500 members and 600 Twitter followers. The network delivered 15 events in the UK (including three Role Model events, an Awards Programme, a pilot peer-to-peer mentoring programme and two social events) in London, Manchester, Liverpool and Birmingham plus a very well attended high profile official network launch in May 2013.

WiBSE featured heavily in both trade and national press, including articles in The Daily Telegraph, CIBSE Journal, FM Journal, The Guardian online and online blogging sites.

Honorary fellowships and gold medals

Each year CIBSE celebrates those who have made an outstanding contribution to the building services industry and to the Institution over their career. In 2013 CIBSE awarded Honorary Fellowships to David Mackay, Peter Shave and Robin Nicholson OBE at the AGM in May. Gold medals were presented to Graham Manly OBE at the President’s dinner in October and to Phillip Kai Chan when CIBSE award Honorary Fellowships and gold medals over their career. In 2013 CIBSE awarded Honorary Fellowships and gold medals for a complete list of Award winners visit www.cibse.org/awards

FOR MEMBERS

5. ADDING VALUE FOR MEMBERS

CIBSE offers a range of products and services to its members to support them in delivering excellence in the built environment. CIBSE membership can be highly valuable to those working in the building services industry.

Beyond the obvious benefits of professional recognition, membership can take advantage of free and unlimited access to the CIBSE Knowledge Portal, free subscription to the CIBSE Journal and e-newsletter, substantial discounts on printed copies of publications from CIBSE and other publishers, networking opportunities and extensive opportunities for professional development.

CIBSE Membership continued to grow during 2013, with membership now over 20,500, and a large number wanting to gain registration with the Engineering Council. CIBSE regions in the UK and around the world continue to play a major role in the institution during 2013 delivering a programme of technical and social events for both CIBSE members and non-members alike.

The CIBSE regions in the UK and around the world continue to play an active role in providing members with technical meetings. The Engineering Council undertook a review of UK-SPEC in 2013. The standards have now been published and CIBSE will undertake a transition to the new edition during 2014.

CIBSE Membership by Grade

Fellow 985

Associate 7,687

Licentiate 2,097

Graduate 1,267

Student 2,097

Affiliate 6,198

Companion 27

Honorary Fellow 39

Total 20,891

Active regions/groups - networking opportunities

The CIBSE regions in the UK and around the world continue to play a major role in the institution during 2013 delivering a programme of technical and social events for both CIBSE members and non-members alike.

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CIBSE operates a number of different professional groupings. There are four formal Divisions of CIBSE, the Societies of Lighting and Lighting, Public Health Engineers and Façade Engineering, and the Institute of Local Exhaust Ventilation Engineers.

The SLL represents and welcomes all those who are interested in the art, science and engineering of light, lighting and its applications, and is open to everyone with an interest in lighting. The Society offers authoritative publications, professional recognition and a wide range of learned society activities. The SLL is recognised worldwide as an authority on lighting and its applications. The SLL has an active website, Twitter account (SLL100) and LinkedIn discussion group to allow communication with and between SLL members.

There are 17 Specialist Interest Groups, covering a range of topics from daylighting and lift to controls and electrical services. Participation in these is open to all, members or not, with an interest in the topic: *ASHRAE*  *Building Simulation*  *CHP-District Heating*  *Chimneys and Flues*  *Day Lighting*  *Electrical Services*  *Energy Performance*  *Facilities Management*  *Healthcare*  *Heritage*  *Humbers for the Future*  *Industry, Education & Training*  *Intelligent Buildings*
5. ADDING VALUE FOR MEMBERS

Project a series of workshops were held between February and July to get feedback from a wide range of stakeholders on what they wanted from a new CIBSE website.

The launch of the new website will be the first deliverable in an IT improvement programme started in 2013 aiming to deliver better value to members and other stakeholders through a much enhanced user experience for those using the CIBSE websites including greater personalisation through a new back office database Customer Relationship Management (CRM) system) and the bringing together of multiple databases.

Social media continues to be an integral channel for communication and engagement with and between CIBSE members, members, and also inviting guest posts from major industry players.

CIBSE is an international institution, with members based all over the world. As the pace of globalisation continues to increase and our members increasingly travel far and wide for their work, it is more vital than ever that CIBSE is competitive in the global market.

CIBSE’s international membership has grown by 14% over the last 5 years rising from 5,018 in December 2008 to 5,740 presently, Hong Kong has grown by 10% (2,449 to 2,688) and makes up 47% of our international membership. Qatar has grown by 81% from 65 to 67 and Australia has grown by 16% from 513 to 594.

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6. EXPANDING INTERNATIONALLY

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Members appointed as Country Representatives around the world continue to make progress. Richard Smith from Atkins based in Dubai has brought together a very active committee and a programme of events to serve members based in the UAE. The CIBSE Membership team is also supporting Alan Lau from Parsons Brinckerhoff to develop a committee in Shanghai.

International Relations

2013 saw a great deal of active collaboration between CIBSE and American counterparts ASHRAE resulting in strengthened relationships. A CIBSE delegation attended the ASHRAE Winter Meeting in Dallas, where there was a good CIBSE presence. A staff exchange programme with ASHRAE publications team, allowed both organisations to learn from different approaches and to identify ways to collaborate further.

CIBSE continues to collaborate actively on the ASHRAE Building Energy Labelling programme, MEQ, and to look for opportunities for the two societies to deliver energy labelling outside North America.

CIBSE continues to be engaged in the work of REHVA, the European Federation of Heating and Ventilation Associations. Andy Ford has taken over as the representative on the Editorial Panel of the REHVA Journal, and David Fisk has been appointed as the CIBSE representative to REHVA.

The Annual visit to Hong Kong Branch by the President Elect, Peter Kinsella, CEO Stephen Matthews and Director of Membership, Carilyn Clements, took place in November 2013. The schedule included visits to the Hong Kong Government, several Universities and a one day symposium arranged in conjunction with the Hong Kong Institution of Engineers (HKIE) as well as meetings with the Branch and with HKIE.

CIBSE Annual Report 2013

TOTAL MEMBERSHIP BY REGION

IT & Controls

- Lifts

- Natural Ventilation

- Project Management

- School Design

552

471

2,182

1,352

1,519

1,786

1,139

300

1,619

1,019

1,091

1,280

912

1,457

1,104

1,534

1,149

1,437

TOTALS

- Social media

- Visitor levels to the main CIBSE website were slightly up on 2012 with over 530,000 visits from 316,976 unique visitors clocking nearly 2 million page views.

February and July to get feedback from a wide range of stakeholders on what they wanted from a new CIBSE website.

The launch of the new website will be the first deliverable in an IT improvement programme started in 2013 aiming to deliver better value to members and other stakeholders through CIBSE’s online resource. It is part of a three year strategy which when completed will see a much enhanced user experience for those using the CIBSE websites including greater personalisation through a new back office database Customer Relationship Management (CRM) system) and the bringing together of multiple databases.

Both channels have been used to promote CIBSE activity, training events, CIBSE Journal articles, new publications, awards etc. as well as signposting followers to interesting and relevant industry developments. Various Groups and Regions have been supported in setting up social media channels, notably the Energy Performance Group, CHP-District Heating Group, and WIUSE.

CIBSE President George Adams has continued the blog started by David Fisk, setting regular blog posts since his inauguration as President in May 2013 on key topics affecting the industry and using visiting guest posts from major industry figures. A series of blogs documenting CIBSE’s Green Deal Assessment has also proved popular, and will provide a platform for future posts from CIBSE staff.

CIBSE’s international membership has grown by 14% over the last 5 years rising from 5,018 in December 2008 to 5,740 presently, Hong Kong has grown by 10% (2,449 to 2,688) and makes up 47% of our international membership. Qatar has grown by 81% from 65 to 67 and Australia has grown by 16% from 513 to 594.

Members appointed as Country Representatives around the world continue to make progress. Richard Smith from Atkins based in Dubai has brought together a very active committee and a programme of events to serve members based in the UAE. The CIBSE Membership team is also supporting Alan Lau from Parsons Brinckerhoff to develop a committee in Shanghai.

International Relations

2013 saw a great deal of active collaboration between CIBSE and American counterparts ASHRAE resulting in strengthened relationships. A CIBSE delegation attended the ASHRAE Winter Meeting in Dallas, where there was a good CIBSE presence. A staff exchange programme with ASHRAE publications team, allowed both organisations to learn from different approaches and to identify ways to collaborate further.

CIBSE continues to collaborate actively on the ASHRAE Building Energy Labelling programme, MEQ, and to look for opportunities for the two societies to deliver energy labelling outside North America.
7. FINANCIAL STATEMENTS AND SUMMARY

Financial review
The Institution’s Annual Accounts are presented to meet all applicable accounting standards including the Statement of Recommended Practice - Accounting and Reporting by Charities (SORP 2005). Insufficient are shown at market value and the Annual Accounts incorporate the assets, liabilities, income and expenditure of the Regions.

In 2013 total incoming resources were flat on year at £6.1m. Resources expended increased by £0.2m from £5.9m to £6.1m due to investment of £0.2m in IT infrastructure, particularly relating to the implementation of a Kentico-based Content Management System (CMS).

There was a reduction in net incoming resources from £155k in 2012 to £1k in 2013. This reduction is largely attributable to unrealised gains on investment assets and the actuarial gain on the defined benefit pension scheme.

Reserves policy
The Institution has a reserves policy to maintain a level of funds that is sufficient to meet four months of payroll expenditure, any unplanned contingencies and to accommodate investment for new initiatives.

The Board considers that the Institution’s current free reserves are sufficient for these purposes. At the year end The Institution held free reserves of £1.9m, being the amount of funds available for unrestricted use. This represents reserves carried forward excluding restricted and designated funds, and less reserves held as tangible fixed assets.

It is the view of the Board that any expenditure from reserves should be applied only to finance new initiatives which will make a substantial contribution to the delivery of the Institution’s strategic charitable objectives, and that the cost of existing activities should be met from incoming revenues from year to year. Any decision on the use of reserves rests with the Board on the advice of the Hon. Treasurer and the Finance Sub Committee.

Risk management
It is the responsibility of the Board as the Trustees of the Institution to examine the major operational and business risks which the Institution faces and to establish appropriate systems to manage significant risks. Risk is assessed as part of the consideration of all new projects, and the Finance Sub Committee is charged with the detailed examination of the Institution’s Risk Register and the presentation of an annual review of the Institution’s overall risk profile for the Board’s consideration. This review has identified and assessed the major risks faced by the Institution, and confirmed that appropriate control systems have been established to manage those risks. The Board will continue to review the overall risk profile on an annual basis, and to consider specific and substantial risks as they arise.

Independent Auditor’s statement to the members of the Chartered Institution of Building Services Engineers (CIBSE)
We have examined the summarised financial statements for the year ended 31 December 2013 as set out on page 22.

Respective responsibilities of the trustees and the auditor
The trustees are responsible for the preparing the summarised financial statements and annual report in accordance with applicable United Kingdom law and the recommendations of the charities SORP.

Our responsibility is to report to you our opinion on the consistency of the summarised financial statements within the summarised annual report with the full annual financial statements and the Trustees’ Annual Report.

We also read the other information contained in the summarised annual report and consider the implications for our report if we become aware of any apparent misstatements or material inconsistencies with the summarised financial statements.

We conducted our work in accordance with Bulletin 2008/3 issued by the Auditing Practices Board.

Opinion
In our opinion the summarised financial statements are consistent with the full annual financial statements and the Trustees’ Annual Report of The Chartered Institution of Building Services Engineers (CIBSE) for the year ended 31 December 2013.

Chartered Accountants
Statutory Auditor
Date: 31 March 2014

Trustees’ statement
The summarised financial statements have been agreed by our auditors, Chartered Vellacott DFK LLP, as being consistent with the full financial statements for the year ended 31 December 2013. These were prepared in accordance with the Statement of Recommended Practice “Accounting and Reporting by Charities” 2005 and received an unqualified audit opinion.

These summarised financial statements are not the full statutory financial statements and therefore may not contain sufficient information to enable a full understanding of the financial affairs of The Chartered Institution of Building Services Engineers (CIBSE).

For further information, the full Trustees’ Annual Report and Accounts, and the Independent Auditor’s report should be consulted. Copies of these can be obtained from CIBSE’s registered office at 222 Balham High Road, London, SW12 9BS. The full financial statements were approved by the Board of Trustees on 20 March 2014 and will be submitted to the Charity Commission.
## INCOME & EXPENDITURE

### Voluntary Income

- Incoming Resources from Activities for generating Funds
- Incoming Resources from Charitable Services

### Resources Expended

- Total Incoming Resources
- Charitable activities:
- Net Incoming Resources
- Total Resources Expended
- Net Current Resources
- Defined Pension Scheme Asset/(Liability)
- Net Assets Excluding Pension Scheme Liability
- Total Funds

### Cost of generating funds:

- Trading Subsidiary Companies
- Charitable activities:
  - Membership
  - Publications
  - Technical
  - Regional and Special Interest Groups
  - Research
  - IT Infrastructure Investment
  - Governance Costs

### Creditors due within 1 year

- Elected Members of the Board:
- Stephen Lisk
- Geraldine O’Farnell
- Tijd Oreszczyn
- Gay Lawrence Race
- Graham Marly (Co-opted)

### Members of the Board:

- President: Douglas Adams
- Vice President: Peter Kinsella
- Vice President: Nick Mead
- Vice President: Peter Wong
- Hon Treasurer: Stuart MacPheron
- Immediate Past President: David Fisk

### Members of the Consultative Council:

- All members of the Board
- Past Presidents:
- Andy Ford
- Rob Manning
- Mariana Travers
- Colin Ashford
- Peter Subcliffe
- David Palmer
- James Mackenzie-Burrows
- Derek Moirid

### Co-opted Members:

- Bukky Bird
- Patrons

### Society Representatives:

- Kevin Kelly (SLL)
- Chris Northway (SocFHE)
- Graham Faring (SFE)
- Wally Gille (SLE)

### Regional representatives:

- Stephen Hommessey Australia
- Robert Ferry North West
- Kirk Scharlau East Anglia
- Stephen Dunn Northern Ireland
- Adam Keighley East Midlands
- Sean Dowd CIBSE Ireland
- Richard Davies Home Counties North East
- Michael Gribben Scottish
- Chris Jones Home Counties North West
- Tony Goldsack South Wales
- Gary Jones Southern
- John Cheung Hong Kong
- Chui Huay Lee West Midlands
- Brian Whitehead Merseyside\North Wales
- Mark Corner Yorkshire
- David Wright North East

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### SUMMARYED CONSOLIDATED BALANCE SHEET

#### 2013

<table>
<thead>
<tr>
<th>Account</th>
<th>£’000</th>
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<tr>
<td>Fixed Assets</td>
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<tr>
<td>Current Assets</td>
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<td>Creditors due within 1 year</td>
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<tr>
<td>Net Current Resources</td>
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<tr>
<td>Net Assets</td>
<td>3,502</td>
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<tr>
<td>Total Funds</td>
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</table>

#### 2012

<table>
<thead>
<tr>
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</tr>
</thead>
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<td>Fixed Assets</td>
<td>2,742</td>
</tr>
<tr>
<td>Current Assets</td>
<td>2,614</td>
</tr>
<tr>
<td>Creditors due within 1 year</td>
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<tr>
<td>Net Current Resources</td>
<td>1,224</td>
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<tr>
<td>Net Assets</td>
<td>3,263</td>
</tr>
<tr>
<td>Total Funds</td>
<td>3,055</td>
</tr>
</tbody>
</table>

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## MEMBERS OF THE BOARD AND COUNCIL

- Peter Warburton IT & Controls
- Adam Bashford Lifes
- Martin Liddam Natural Ventilation
- TBC Project Management
- John Palmer School Design

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## 7. SUMMARISED CONSOLIDATED STATEMENT OF FINANCIAL ACTIVITIES

### INCOMING & EXPENDITURE

- Voluntary Income
- Activities for generating Funds
- Income from Charitable Services

### Resources Expended

- Total Incoming Resources
- Resources Expended
- Net Incoming Resources

### Cost of generating funds:

- Trading Subsidiary Companies
- Charitable activities:
  - Membership
  - Publications
  - Technical
  - Regional and Special Interest Groups
  - Research
  - IT Infrastructure Investment
  - Governance Costs

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- Andy Ford
- Rob Manning
- Mariana Travers
- Colin Ashford
- Peter Subcliffe
- David Palmer
- James Mackenzie-Burrows
- Derek Moirid

### Co-opted Members:

- Bukky Bird
- Patrons
- Representative: David Fitzpatrick

### Society Representatives:

- Kevin Kelly (SLL)
- Chris Northway (SocFHE)
- Graham Faring (SFE)
- Wally Gille (SLE)

### Regional representatives:

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