INTRODUCTION

This report not only looks back over the past few months but also looks forward to a significant and exciting new opportunity for the Institution - the Knowledge Portal. The Knowledge Portal will allow access to all our publications on-line with various executable search capabilities. The whole of the Council Meeting will be devoted to this project as we seek Council’s advice and consultation. I hope that by the end of the meeting you will be as enthusiastic and excited as we all are.

Firstly, let me briefly cover our financial performance in 2010. As I write, I am conscious that our auditors are reviewing our accounts and the statutory accounts will be presented to the membership ready for the AGM on the 5th May. From the management accounts, I can say that our outturn is over £75K ahead of budget. Our cash position is £110K ahead of forecast and £260K better than January 2010. CIBSE Services have made their budgeted contribution in very difficult trading conditions, membership income is up and we have been successful in reducing our cost base. If I cast my mind back to last spring, we were very concerned about our revenue streams and it is a huge testament to the officers and staff who have managed such a difficult financial year with such aplomb. Well done to all.

As you would expect, much attention has been given to membership retention and recruitment. In November, Andy Ford, as President Elect, and I had the pleasure of visiting our members in Qatar, Dubai, Hong Kong, Singapore and Shanghai. While every group has a unique personality the common bonds in these groups is also very obvious - enthusiasm for the profession, an interest in sharing views with like minded people and a sense of belonging within the CIBSE fraternity. These visits not only inspire but also encourage us to reaffirm our commitment to improving and further developing the Institution.

It is these visits that gave us the idea of creating University Coordinators, to create a focus in the Universities and encourage a dynamic relationship between the Institution and Universities. I anticipate that we shall be rolling this out during 2011. The Membership Task Force has a number of new ideas and initiatives and I hope they will be taken forward very soon. For the first time, students were able to renew their subscriptions on-line; we anticipate that this facility will be rolled out to the entire membership in due course.

Our work with the Royal Academy of Engineering and Building Engineering Physics also continues apace. We now have established two new Visiting Professors posts and recruitment is in train; at University College London and Loughborough University. This scheme will help bridge the knowledge gap between Industry and Academia while promoting the concept of Building Engineering Physics to our brightest and best. Additionally a Skills Survey is about to start under the guidance of Doug King – please see the current issue of the Journal; the survey aims to identifying the skill shortages to create a low carbon built environment. This should help to create and establish Centres of Excellence, funded by Government, to share knowledge and thus deliver a...
low carbon built environment.

Finally, I return to the Knowledge Portal. The concept has been widely discussed within the Institution for many months and the Board approved £120K from the Research Fund last year. This enabled out beta testing model to be developed, to the point that we intend to demonstrate its functionality to you today. Our suggestion is that the tool should be a benefit of membership. We shall also be running a Focus Group before a full product launch to the Institution as a whole in 2012. This beta testing is crucial as we clearly need to develop an effective tool that is robust and the development plan for of the Knowledge Portal has been identified. I anticipate that there will be opportunities to develop the Knowledge Portal in ways we have not thought of, yet. So we will be asking people to help in this beta testing once the Board have reviewed the Council’s advice at their next Board Meeting in March. Exciting times indeed.

MEMBERSHIP

Membership as at 28 January 2011 stands at 19,323 indicating an increase of 481 members since the last Council meeting on 8 October 2010 (18,842). Following a downturn in numbers in July, when members were lapsed for non payment, numbers have slowly risen although they are down on the numbers at the end of December 2009 when total membership was 19,842. This reduction can be partly explained by the number of Student members that were lapsed in 2010, which rose to 977 from the 2009 figure of 271. Historically it has been CIBSE policy to apply a threshold figure of £32 or under at which individuals were not lapsed. For 2010 it was decided not to apply this threshold resulting in more lapses particularly amongst Students.

The current membership numbers as at 28 January 2011 broken down by grade are:

![CIBSE Membership by Grade]

Despite the decrease in membership numbers these have increased significantly since 2000 when membership stood at 15,083. CIBSE in one of the few growing major engineering institutions and is positioned sixth in the ranking of numbers of EC registrants. Members in the Regions and staff actively engage with the membership to promote the benefits of membership. Two briefing sessions were arranged by the Membership Department in London and Edinburgh in December to explain the routes to membership and the application process. Sessions were also arranged by the Regions.

The proportion of members residing outside the UK totals 26% and members reside in 93 countries excluding the UK.
A Staff Task Force with representatives from different Departments and a Members Task Force have met and produced a plan of actions focusing on retention and recruitment of members during 2011.

Following the re-structuring of the CIBSE Members’ Panel and the Registration Panel into one Panel to allow more flexibility without any compromise on standards, the new Membership and Registration Panel met in November. Whilst a considerable workload was involved to look at all new applicants for membership the Panel worked through these steadily. The Membership Dept is most grateful for the assistance of members who volunteer for the Panel.

Initial Professional Development
The number of trainees on the CIBSE approved company training scheme has decreased with 311 registered trainees (previously 361 as at October 2010) but the number of approved company schemes has been maintained (total 34). The Training and Professional Development Panel is focusing on improving links with trainee supervisors and less emphasis on consideration of individual trainee reports.

Careers
CIBSE is taking a leading role in E4E (Education for Engineering) which is led by a Policy Group dealing with strategic issues plus an Operational Group, chaired by Past President Doug Oughton. This has responsibility for actively engaging with the engineering community and the promotion of engineering education.

New factsheets for the careers series, sponsored by CIBSE Patrons, were published in November. One of these targets parents and the other two highlight the design aspects of an engineering career and the role building services engineers play in delivering the green agenda.

Planning is underway for the Big Bang careers event in 2011 which will be held from 10 -12 March at Excel and is expected to attract 50k visitors. There will be opportunities for CIBSE volunteers to participate on the main careers show floor and the CIBSE YEN will be involved.

CIBSE (sometimes through the medium of E4E) has participated in all the major recent and current consultations including
- Browne review of HE funding and student finance
- Silver report on arrangements for careers education and IAG in England
- Wolf review of 14-19 vocational education
- Skills for the low carbon economy

Students and Graduates
Following the signing of a Memorandum of Understanding between CIBSE and the Building Engineering Services Training Ltd (BEST) CIBSE has been invited to provide information at the annual induction for new Advanced Modern Apprenticeships who will be encouraged to sign up to professional membership and work towards Licentiate membership and EngTech membership.

CIBSE continues to actively engage in the accreditation of degree programmes in building services engineering. Since the last Council meeting CIBSE has accredited undergraduate and post-graduate programmes at the Open University and Loughborough University.

The Ken Dale Travel Award for 2011 has been publicised and the closing date is 28 February 2011.
International Activities
A Mutual Recognition Agreement between CIBSE and Engineers Australia (formerly the Institution of Engineers Australia) was signed on 22 November by the Immediate Past President, Mike Simpson, and Peter Kinsella, Vice President, in Canberra.

Andy Ford, President Elect, and Stephen Matthews, Chief Executive, visited Hong Kong, Dubai, Qatar, Singapore and Shanghai (Andy Ford only) in November. The visit included meetings with members, site visits, and a meeting with the Hong Kong Institution of Engineers where two agreements covering professional and technologist qualifications were signed. CIBSE was the lead body this year for the Hong Kong Symposium “Low Carbon High Performance Buildings”. The attendance was much better than last year with around 240 and there was an excellent programme. A CIBSE Seminar on ‘Sustainability: here and there, now and future’ was also held in Hong Kong and was well attended.

Fernando Dias, the International and Regions Officer, is actively promoting CIBSE in countries outside the UK. CIBSE now has Country Representatives in Sri Lanka, Shanghai, Chongqing, Dubai, Qatar, Singapore, South Africa, and Thailand.

Royal Academy of Engineering (RAEng)
Following the publication of the Doug King report by the RAEng on “Engineering a low carbon built environment: The discipline of Building Engineering Physics” CIBSE has been working in partnership with the Royal Academy to take forward a number of the key recommendations of the report.

The CIBSE Board has agreed to fund a Visiting Professor in Building Engineering Physics (BEP) post for four years and, with additional RAEng funding, we can now proceed two new VP appointments at the Bartlett School of Graduate Studies at University College London and also Loughborough University.

Another key recommendation arising from the Doug King report is a survey to identify the skills that the construction industry needs to develop in order to profit from the opportunities presented by the low carbon economy. This survey by Ipsos MORI has been commissioned by the Royal Academy of Engineering and a consortium of sponsors from across the construction industry including CIBSE to establish the extent of low carbon skills presently available. The survey also aims to identify needs for additional investment in skills and training that the industry feels will be necessary to achieve our carbon reduction commitments and maintain profitable businesses. This will also enable the RAEng to take a proposal to government to fund the Centres of Excellence. The concept is that these will be based at Universities with a good grounding in BEP.

Regions
The Chair of the Regional Liaison Committee, Past President John Armstrong, has undertaken a programme of visits to the UK Regions to identify issues and concerns that may exist. He has been collecting information on topics and speakers in each of the Regions so these can be exchanged with other Regions.

CIBSE has introduced a system enabling Regional Committees to send bulk emails to members in their Region directly without the need to go via CIBSE HQ. As well as more flexibility, Regions have an email list that is automatically updated each day so they will always be sending to an up-to-date list. Regions can also update their own pages/events on the CIBSE website via their log-in to the content management system.
TECHNICAL & POLICY

Technical Team
The Technical team deals with consultation responses, input to government working parties and other initiatives on energy and zero carbon related matters, co-ordinates CIBSE input to BSI standards committees and provides support for CIBSE Services, CIBSE publications, and to marketing and public affairs initiatives. Fri Wan, who has been Technical Officer for the last year, has just left having been on secondment. He has provided significant input to various technical initiatives and support for the certification team, including the development of a ‘Frequently Asked Questions’ database for CIBSE Services and the Institution. Tim Dwyer has joined the team on a part time consultancy basis. He is leading the development a web enabled meetings and seminars across CIBSE to enhance our service to the Groups and Regions, and make CIBSE events accessible to a wider audience. He is supporting the technical input for forthcoming key events including the CIBSE Technical Symposium planned for September.

Consultations
CIBSE has contributed to a number of recent short timescale Government consultations, including those on the CRC Energy Efficiency Scheme, Improving the Energy Performance of Buildings Regulations, Sustainability Labelling for Scotland, and the New Homes Bonus scheme. The Institution is also in the process of responding to consultations on Microgeneration, the Warm Front, Electricity Market Reform and the Northern Ireland Enforcement of Energy Performance of Buildings Regulations.

On 3rd February CIBSE participated in a round table meeting with participants invited by Andrew Stunell, Building Regulations Minister, to discuss compliance issues relating to the Building Regulations.

Zero Carbon Hub
CIBSE continues to contribute to the Task Group looking at the carbon compliance standards for zero or very low carbon buildings. It is proving to be an opportunity to assist this industry-government partnership in the development of its thinking, in particular with respect to the role of heating, ventilating, lighting and renewables in future homes. CIBSE has also chaired the technical working group supporting the Task Group, and the Energy Performance Group think tank also contributed to the work. CIBSE hosted a consultation event on behalf of the Hub in early December. These activities are all contributing to raising awareness of CIBSE amongst a wider audience within the construction sector.

The Society of Light and Lighting
- The 2010 – 2011 Masterclasses “The Low Carbon Challenge” continue to attract large audiences with over 60 attending the most recent event in Cardiff. Still to come on the programme are Norwich, Dublin, Edinburgh and London.
- SLL contributes to pan industry discussions through the Lighting Liaison Group, enabling a more coherent route to Government
- SLL’s website redesign is almost completed and will be launched shortly
- The 2011 Young Lighter of the Year attracted an audience in excess of 100 people, and was held once again at the ARC show where SLL also recruited 15 new members
- SLL’s Facebook page has over 200 members
- The Society has a group on LinkedIn which has over 300 members and is a platform for some great discussions as well as privileged opportunities for Sponsors in Partnership and Sustaining Members
The 2011 Ready Steady Light competition will be held on March 16th at Rose Bruford College, Sidcup, providing a showcase for the Society and, this year, featuring a CIBSE Board team led by the President. A CIBSE Council team would be very welcome to join us.

The Society of Public Health Engineers
- Society of Public Health Engineers membership stands at 164 and the Society has 37 Industrial Associates supporting its work.
- The SoPHE Annual Dinner in November attracted 260 people - a record number of attendees. At the dinner the 2010 SoPHE Young Engineers Award was awarded to Grzegorz Jaroszewicz from Hoare Lea.
- Regular technical meetings are held in London, North West and Scotland.
- SoPHE is currently helping to revise CIBSE Guide G: Public Health Engineering.

The Society of Façade Engineering
- The Society of Façade Engineering has 232 members, representing steady growth over the past 12 months, with some 40% of the members are based outside the UK.
- The Society continues to hold regular technical events in London and representatives speak at events in the UK and overseas, promoting the Society wherever possible.

Groups
- There are approximately 95K separate Group memberships, representing a total of 25K individuals across all Groups. This figure represents an increase of 30% over the last 12 months in the number of people involved.
- 15K of the 25K Group members are not in CIBSE membership (i.e. approx 60% 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 there are 14K non-CIBSE members.
- Michael Gardner of Pick Everard was awarded the CIBSE AHRAE Group Graduate of the Year 2010.
- The new “Homes for the Future” Group has had two initial steering meetings and an initial programme is being developed.

Young Engineers’ Network
- The Young Engineers’ Network (YEN) has now grown to almost 1000 members, representing a 40% increase in the last year.
- A new YEN Centre in the North East started in the autumn, bringing the total number of Centres to 11.

Publications and Research
The Department contributes to various research and development projects, managing support from the research fund for publications, including revision of Guide A, Guide B, Guide F, the CIBSE Energy benchmarks (TM46) and energy assessment (TM22).

Certification and Marketing
The Department continues to provide regular technical support to CIBSE Certification with regular joint meetings, and in discussions with DCLG. The technical team also supports the marketing, press and communications team on media work, public affairs issues and the CIBSE Journal.

University liaison
The department works with a number of research active universities, especially in energy
performance and building services related research, which do not currently run CIBSE accredited courses. This extends our network for developing new knowledge within the CIBSE membership. We are in discussion with two universities about potential Visiting Professor appointments.

REHVA
Donald Leeper (Vice President), and Derrick Braham are the CIBSE representatives in REHVA, supported by the technical team. This enables CIBSE to contribute to policy discussions at a European level, increasing CIBSE’s potential influence at EU level. REHVA hosted a workshop with Commission officials in late October, providing an opportunity to raise awareness of compliance issues at a high level within the Commission.

CIBSE SERVICES REPORT

CIBSE Services Results
We are able to report that despite the major reduction in construction activity in 2010, CIBSE Services met its budgeted contribution for the year. The CIBSE Services Board monitored the financial situation very closely throughout the year and took action to limit the consequences of the economic downturn to CIBSE. Although revenue was significantly below predictions at £245k below budget, cuts were made to costs which reduced the impact of the shortfall on the bottom line. Staff reductions saved £91k and a further £149k was saved by robustly controlling direct costs. The depressed income in Certification was offset by better than expected performances from the training businesses and the Journal which took advantage of an upturn towards the end of the year.

Certification
After a severe fall in lodgement income early in the year a reforecast budget was set and direct staff costs adjusted in order to match predicted income levels. Ultimately 81 per cent of accredited Low Carbon Energy Assessors and Low Carbon Consultants renewed their accreditation with CIBSE despite a significant rise in fees.

Because of the increase in registration fees, subscription income for the year September 2010 to September 2011 is some £100,000 more than was achieved in the previous year despite the churn in members. There has been some disquiet among members at the increase in charges but in view of the additional costs being faced by CIBSE Certification in relation to Quality Assurance in particular, the rises were essential if the contribution to CIBSE was to be maintained.

The Department for Communities and Local Government issued new scheme operating requirements during the year which have increased substantially the number of Quality Assurance checks CIBSE Certification must carry out each month. CIBSE must now carry out over 100 full audits and recalculations of energy certificates each month. These audits are heavily specified by CLG and include checks of critical factors (everything apart from internal walls) in every single zone of a building. As CIBSE members frequently work on complex new build projects the number of zones can exceed 3000 on some projects. This has increased the cost of operating CIBSE Certification.

The latest research on other accreditation bodies’ charges show that their initial up-front costs are generally higher than CIBSE’s so there may be opportunities to grow membership by building marketing plans based on this fact. Providing a targeted marketing response will be key to maintaining our financial performance in this area for 2011.
Non-compliance costs campaign
The lack of adequate, or indeed any, enforcement of the EPBR has resulted in a severe reduction in work for our members. CIBSE Services is encouraging compliance with the Display Energy Certificate requirements by writing to those who have received a DEC from a CIBSE LCEA in a previous year but who have not renewed it.

Several meetings have been held with Peter Matthew, who is responsible for the implementation of the scheme at the Department for Communities and Local Government, to seek improvement in enforcement, but with little or no success to date. David Fisk has kindly agreed to participate in a campaign to increase DEC compliance. It is important that this campaign is fully supported and communicated to members operating in this area in order to help maintain subscription levels. There is a direct correlation between optimism about the wider economy and potential work and the likelihood of members’ renewing subscriptions.

Air conditioning
DCLG has stated its intention to make lodgement of air conditioning reports mandatory in April 2011. A qualification in Air Conditioning Inspection from ABBE has now been agreed. CIBSE and HVCA are working together to promote high quality training which offers the ABBE qualification and we hope this will become available in 2011.

Conferences and training
2010 saw considerable change to CIBSE’s training department with two senior members of staff taking maternity leave. Although three out of four members of the team are new to their roles the new team has settled in well and has produced a very positive outcome.

Conferences performed well, bringing in a joint income of £53,686 on the final three conferences of the year. This was due in part to the new staff’s attention to the marketing of the three high profile events scheduled for the end of the year, underlining the critical importance of adequate marketing support for Services activities. Despite adverse weather conditions, over two-thirds of paying delegates were able to reach Balham for the BIM conference on 2nd December. Smart Metering was fully booked and consideration is being given to running the event again this year. The Part L conference was well supported. Overall, the performance of these events offset the relatively poor performance of the 2010 National Conference.

Work is underway in planning the 2011 National Conference the main theme of which will be Refurbishment. Costs for this event are to be kept to a minimum. The one-day event will be held on 7th April in London.

Mid Career College performed very positively in the second half of the year when far fewer courses had to be cancelled than in the previous half year. MCC contribution to CIBSE was £45k above target and great effort is being made to sell in-house training in order to maintain income in what is likely to be another difficult year in 2011.

Professional learning benefited from the need to re-accredit LCEAs in the light of the changes to Part L. This contributed to a major uplift in performance in the final three months of the year and CIBSE Professional Learning’s contribution was £39k above budget. All Professional Learning events for January – July are now live on the website.

Flexible learning had a difficult year in 2010 with income levels very much lower than anticipated. Income in this area will be closely monitored in 2011 and any necessary action will be taken to control costs. Nonetheless it is proposed to continue to fund new modules in order to secure ongoing
sales for existing modules.

**CIBSE Journal**
The CIBSE Journal is continuing to work hard to develop its technical coverage and has recently published a series of articles by Professor Doug King. It has also been working closely with special interest groups to include specialist articles. Tim Dwyer as part-time technical editor, continues to be a great support to the editorial team and will continue to help with the ongoing development of the technical content.

The Journal has also published an extended article outlining CIBSE’s plans to meet the objectives set out in the RAE report (November 2010 edition), and this will be followed up in the February 2011 edition with an article giving further information about the Skills Audit.

In terms of advertising, the Journal exceeded income targets for 2010 and continues to hold its own in the marketplace. In 2011 we once again hope to be able to publish stand alone supplements, and have plans to run further Roundtable events; we are also looking at opportunities to hold a Webinar event, all of which we hope will allow the Journal to continue to reach income targets.

**The Annual Dinner and Building Performance Awards**
The Building Performance Awards took over from the Low Carbon Performance Awards. The new categories which were revised to ensure that each area that affects the performance of a building is covered, this proved to have a positive impact and we received a good number of entries of a higher quality than ever before. The awards are due to take place on the 9th February and we expect that there will be in excess of 600 people attending.

The new title, the Building Performance Awards was adopted to set the awards clearly within the realms of engineering excellence and in order to move away from the rather more niche title of Low Carbon Performance Awards. The title has been broadly welcomed although it is felt that it may not be such a popular title with major energy companies which have sponsored the awards in the past. Sadly sponsorship sales for the annual dinner are below forecast as are table sales again perhaps indicating reduced confidence in the market.

**Publishing Activity**
Five new titles were released in 2010 against a target of 10. Late delivery of manuscripts delayed a number of projects, far more than the previous year.

Titles released in 2010 were:

- **AM14**: *Non-domestic hot water heating systems* (January)
- **Guide E**: *Fire safety engineering* (new edition) (May)
- **KS16**: *How to manage overheating in buildings* (July)
- **Commissioning Code W**: *Water distribution systems* (September)
- **Guide D**: *Transportation systems in buildings* (October)

Key projects for 2011 include:

**Publication Sales**
Sales for 2010 were slightly below budget. The second half of the year saw better performance than the first with 4 out of the last 5 months being at or above budget. Figures improved in Q3/4 fuelled by the publication of Guide D, the biggest seller and highest revenue earning title for the year.
CIBSE Bookshop is now stocking a student text book (by Tony Sung). This will be promoted in the CIBSE Journal, e-newsletter and on the website.

Knowledge Portal
One of the major areas of work in 2010 was on the development of the Knowledge Portal. This online database of all CIBSE published guidance in a fully searchable linked form was a major undertaking and took a great deal of attention of a broad range of staff, whose efforts were encouraged by the enthusiasm of Brian Moss who instigated the project and supported it throughout its gestation.

New developments for 2011
The major new developments for the year will be the provision of two new directories linked to the Knowledge Portal. These will be a Directory of Products and a Directory of CPD training providers. These two directories are expected to produce an in-year contribution to CIBSE and are intended to be the source of significant income in coming years. Developing the software platforms and the contents will represent a significant workload in 2011. It goes without saying that marketing and sales activity will be key to a successful ongoing business. More information on these developments will be provided to the Board as it becomes available.

SUPPORT SERVICES

IT Systems
Following the decision that the Institution’s main IT system, Integra, will not be replaced before 2012, plans are in hand to evaluate the successor product to Integra against possible alternative systems during 2011. Support is being provided to a number of key initiatives within the Institution, notable the CIBSE Knowledge Portal, and an improved system for online membership applications.

Admin Costs
CIBSE responded to the financial challenges of 2010 with reductions in administrative costs. Further savings were achieved in year against the challenging budgets that had been set in such key areas as postage, printing and stationery costs.

ACCOUNTS DEPARTMENT
Management accounts have been prepared for each of the first eleven months of 2010 for both CIBSE and CIBSE Services and have repeatedly proven to be helpful in monitoring business performance and enabling management to take appropriate action in a difficult economic climate.

Forecasts for 2010 have been produced at the end of each calendar quarter.

The budget for 2011 has been prepared and approved by the Board.

The current focus is on 2010 year end accounts in preparation for the statutory audit.