INTRODUCTION

Firstly, I would like to draw Council’s attention to our new Apple Application or “App” for the CIBSE Journal which has been formally launched for the October edition. I hope you have seen it and we would be delighted to hear your views. For non-apple users this may be something of a damp squid but we intend to have a version for Android users too. While some may say this is quite interesting and then move on – I think I should explain why I think it is so important to the development of your Institution. The world is moving to web based platforms rather than paper and this is our first platform developed by Cambridge Publishing Limited (CPL) who produce the Journal for us. We have some great ideas for further development but we need to test the concept with our members. The Journal print advertising revenues not only fund the production of the Journal but it also makes a significant contribution, generally print advertising has fallen off the proverbial cliff while CIBSE has been protected from some of that we need a digital platform for advertisers and to communicate to our members – you will note that the Journal App is deliberately clean of advertisers at the moment, until we establish the App and identify an appropriate commercial model.

The launch of TM54 last month at the Royal Academy of Engineering was a great success, it is one of the ways CIBSE adds value to society and our members by the production and sharing of knowledge; dealing with closing the “performance gap” between design and operation. Not only were there an impressive range of speakers, a very full audience and an excellent Q&A session, but we also hope that TM54 makes a real impact beyond the traditional CIBSE boundaries. In days of old hard copy sales made a good contribution to funding new publications since the development of the Knowledge Portal this source of income has been substantially reduced, to illustrate the challenge so far we have sold seven hard copy sales (two to non-members) and two pdf sales of TM54 total income £1136 and 1139 member downloads – you can see the challenge, how do we ensure the production of knowledge is not hampered by lack of resource and simultaneously keep the quality and quantity right. I do strongly believe that knowledge should be free to members by the way.

In the meantime, there have been a number of strategic announcements from other Bodies who are very close to us. IET has committed to spend a reported £35M on a three-year refurbishment of its HQ, Faraday House in Savoy Place, and in the meantime the IET HQ has co-located with the IMechE in Birdcage Walk. In an unrelated announcement the IMechE is seeking to dispose of Birdcage Walk once Faraday House is ready for occupation. Then IStructE announced that it was leaving Upper Belgravia and moving to new premises near the Barbican, by releasing the remaining 30 or so years of the lease back to Grosvenor Estates, this will fund the acquisition of the freehold of the new premises. Then CIOB announced it would be disposing of its’ Victorian pile in Ascot, the majority of the staff would relocate to Bracknell and they would create a flagship HQ in the centre of London while concentrating on using the web to communicate with members. Clearly there is a message for CIBSE and the issue of premises is a perpetual one, the Balham location is very much a “marmite one” with many of our active members but also, in my opinion, the current accommodation is not fit for purpose. It seems to me this issue has a growing importance for the future development of CIBSE.
In the more intangible area of relationships I am pleased to say that the continuing importance and influence of CIBSE continues to grow and develop. I would cite two recent examples. One with the RIBA, George Adams has had two recent meetings with the incoming President of RIBA, Stephen Hodder who has two-year tenure. The word of the moment is collaboration and I have been delighted to see not only the personal relationships gel in a positive way but also the belief that progress can only be made in partnership. Perhaps one swallow does not make a summer but there do seem plenty of swallows between Portland Place and Balham at the moment – when there are signs of nesting I will let you know. Secondly, Council will be aware of the work that has been done with Building Engineering Physics in conjunction with the Royal Academy of Engineering (RAEng), this has developed into the Centres of Excellence at four universities and there are further plans for greater impetus and support. Meanwhile we are also participating in the RAEng “Engineering in Healthcare” Review we hope to see the first draft shortly.

Internally work continues with both our Content Management System (CMS) and the Customer Relationship Manager (CRM) systems. The CMS is now in the build stage and I hope we shall shortly be able to share the “look and feel” of the new web page – I must say thank you to all those who have given their time so freely for the Focus Groups. We think it is going to be a very big step forward. The CRM project has just started its definition stage and will be very much our focus for 2014. At senior Staff level Elaine Rafferty has left us to seek new challenges and we are taking a short pause before we replace her probably in the New Year. Finally, I would like to encourage you all to attend our Annual Lecture on the 31st October at the Royal Institution; Peter Madden who is leading the Future Cities Catapult will, I am sure, deliver an outstanding Lecture. Hope to see you there.

**MEMBERSHIP**

Membership numbers

CIBSE Membership as at 1st October 2013

CIBSE membership has once again moved positively upwards and now stands at 20,079.

The August Closing Date for UK applications saw, again, over 140 applications come through from members looking to gain MCIBSE and ACIBSE.

**Engineering Council**

During 2013 the Engineering Council has been undertaking the periodic five year review of several of its key documents including AHEP, Regulations for Registration and UK-SPEC. CIBSE is
collating feedback and comments from a number of panels and will pass on feedback in due course.

The Engineering Council have advised that the majority of comments on UK-SPEC were very positive and indicated that it is working well and, with one exception, there was no great appetite to see a major revision. The key area requiring attention was the lack of distinctiveness between Incorporated Engineer (IEng) and Chartered Engineer (CEng). The attention of the Steering Group, comprising members of the profession, has therefore been focused on clarifying this and the views of the IEng Steering Group have also been sought.

Regional Volunteers Day

A Regional Volunteers day will be held at CIBSE HQ, London on Friday 6th December with the aim of bringing a number of the regional committees together to share best practice and ideas as well as highlight key areas of development and focus at HQ. A programme and further details will be sent to all regional committees and country representatives in due course.

Case Studies

In order to help convey messages about CIBSE membership, and share the stories of why and how people have joined and the benefits they receive we are in the process of creating new case studies which will be used online and in future communications. Thanks to those members who have already participated, if you would like to share your story then please get in touch with Gill Francis gfrancis@cibse.org.

Recruitment and Retention Campaigns

The Membership and Marketing team continue to develop strategies to encourage people to join CIBSE and upgrade to the corporate grades.

2013 has seen a number of campaigns including:

- A lapsed member campaign for those that had lapsed between 2009-2012
- A recruitment campaign targeting those that have attended CIBSE events and training courses.
- A recruitment campaign targeted at those that have signed up to the Special Interest Groups.
- A conversion campaign to encourage students to convert to Graduate or Licentiate membership according to their qualifications.

Some campaigns are still in progress and others have already shown good response rates.

University and college visits

With the new academic year upon us again the membership team already have a number of visits scheduled to universities and colleges in the UK and to encourage those studying building services engineering and related courses to sign up to CIBSE membership and encourage those in the later years of their courses to upgrade their membership when they finish. The team will be visiting universities and colleges including De Montfort University, Leicester University, Liverpool
Community College, Nottingham University, UCL, Brunel, London South Bank University, Leeds Metropolitan University, Heriot Watt University, Glasgow Caledonian University and Northumbria University.

**Trip to Hong Kong**

President Elect Peter Kinsella, Stephen Matthews and Carilyn Clements will visit the Hong Kong region in November 2013. The trip will include a visit to HKIE as well as some of the universities where CIBSE has accredited courses.

**CPD Directory**

The CPD Directory continues to attract new CPD presentations from new companies. The last few months have seen a high number of companies renewing their entries which is very positive for members who actively use the directory to keep their CPD up to date.

The CPD Panel have been successful in attracting some new members to the Panel. Their meeting being held in October 2013 will allow for a short training session to ensure that the panel are able to assess CPD presentations as well as review member CPD records in the random audit that is undertaken each year.

**Training and Development**

The Training and Development panel has been successful in recruiting 3 new members who will be conducting visits to companies in due course to assess their training and development schemes. They will undertake some training at their next meeting in early October.

A review of the Training and Development scheme documentation is underway and will see updated forms and communications between CIBSE and companies.

We are currently in discussions with AECOM, Hilson Moran and Kier who are looking to reaccredit their schemes.

We have also received positive indications from companies that graduate intakes are higher in 2013 than in 2012.

**Accreditation**

Accreditation visits will due in 2014 will see visits to Nottingham University, UCLAN, London South Bank University, Reading University, Coventry University and Open University. Some visits will be joint with other professional engineering institutions.

**Awards**

CIBSE is delighted to announce the winner of the President’s Prize: CIBSE Undergraduate Award 2013, sponsored by Hays Building Services, as Sophie Naylor from the University of Nottingham with her winning project entitled “Application of Biomimetics to Improve Capillary Transport in Heat Pipes”. Sophie will be presented with a cheque for £500 and a trophy at the President’s Awards Dinner, along with her tutor Dr Ed Cooper who will also collected a trophy on behalf of the university.

The prize is awarded annually by the CIBSE selection panel to the final year student who submits the best synopsis of their final project, which must include evidence of excellent understanding and
knowledge in building services engineering, science and design, as well as originality and high quality visual information. Richard Seaman from Dublin Institute of Technology and Matthew Taylor from Leeds Metropolitan University were both runners up and received a prize of £100.

The Ken Dale award winners, have now all returned from their travels and details of their projects are below. They will be presented with certificates at the Presidents Awards Dinner. Details of the winners are below:

**Katie Wallace**

Katie, of Canadian origin, will undertake her research of "CO2 Heat Reclaim" in Sweden, Norway and Denmark, focusing on CO2 refrigeration in supermarkets. As an energy efficiency consultant for Sainsbury’s, Katie is developing a theoretical model of heat reclaim as a retrofit option for existing stores; this research will enable her to learn from the experts and bring back valuable information for her work.

**Angela Reid**

Angela, Associate Sustainability Consultant for Wallace Whittle, has identified three international sustainable mixed use developments in Vancouver, Sydney and Beijing that she will visit to research overall sustainability focusing on energy reduction and supply. The research will investigate what lessons can be learnt and subsequently applied to similar projects.

**Kayley Lockhead**

Kayley, of NG Bailey, has elected to study renewable technologies in Africa in order to alleviate poverty and protect the environment. This research will take her to Tanzania, Kenya and Uganda where she will visit existing renewable energy systems and contact local policy makers to discuss constraints, benefits and progress development.

**TECHNICAL**

**Technical Policy**

The Technical team contributes to a wide and varied range of Institutional activities, including managing our interactions with the Departments of Energy and Climate Change (which incorporates the Energy Efficiency Deployment Office), Communities and Local Government and Business, Innovation and Skills, and with bodies such as the newly formed Education Funding Agency, OFGEM as well as various bodies associated with 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, NHBC and NHBC Foundation, with the Technical Director having been appointed to sit on the NHBC Foundation Expert Panel.

Support continues for CIBSE Certification, both for the Green Deal and to address the inadequacies in implementation of the Energy Performance of Buildings Regulations. The Team also supports the ongoing development of the Knowledge Portal and the Knowledge Management Committee, the Technology Committee and CIBSE BIM Steering Group – in order to provide technical advice, define the market and add value to CIBSE membership.
Current Policy Topics

Building Information Modelling (BIM)
The BIM Implementation Strategy seeks to fundamentally reform public sector procurement, with significant and far reaching impacts on the construction sector as a whole and the building services sector, CIBSE and other industry bodies, our members and their employers in particular. The CIBSE BIM Steering Group continues to provide a forum for all interested elements of the Institution and the services sector to consider the impact and implications of the BIM Strategy.

BIMtalk, a website on BIM, has been established in association with BSRIA and the Landscape Institute and now joined by the Institute of Structural Engineers, is a valuable source of information and signposting to the members on matters relating to BIM, as well as a tangible and growing demonstration of CIBSE collaborating with other partners in doing this. Interest is already being shown by other organisations in joining the initiative.

CIBSE continues to be closely involved in efforts to develop a national classification system for construction information, to replace the current Uniclass. This is proving challenging.

Building Regulations 2014
Amended Building Regulations were laid before parliament over the summer, to come into force in April 2014. The only change to the regulations is the introduction of a fabric energy efficiency calculation for new homes. There will also be an uplift of 6% for dwellings and 8% for non dwellings in the emissions targets. The details of this uplift are still awaited, but due in early October. Officials still maintain that the 2016 zero carbon target stands and that the requirements of the recast Energy Performance of Buildings Directive, for nearly zero energy buildings from 2020, will be met.

As well as the announcement on Part L, further consultations were launched this summer on the Housing Standards Review (HSR) (see the June CIBSE Journal Legal column) and on “Allowable Solutions”. The HSR proposes changes to the Energy and Planning Act, to restrict the ability of planners to set local requirements to install renewable energy systems in buildings over and above the technical requirements of the Building Regulations. This is a contentious issue.

Renewable Heat Incentive (RHI) and the Renewable Heat Premium Payment (RHPP)
DECC have now announced the launch of the domestic Renewable Heat Incentive, and have taken note of some of the concerns raised by CIBSE in its response to the consultation on this.

Energy Efficiency Directive (EED)
The Energy Efficiency Directive was agreed in June 2012, published in November 2012, and requires member states to introduce various measures to promote energy efficiency. The most significant aspect for CIBSE is Article 8, energy audits, which will require some additional energy auditing activity. The consultation on the Energy Savings Opportunity Scheme was launched in mid July and closed on 3rd October.

DECC propose to implement Article 8 in a way that both acknowledges measurements undertaken for other policies including Display Energy Certificates and the Carbon Reduction Committee. CIBSE has encouraged this strongly in its response.

There was considerable debate about the proposals on the CIBSE LinkedIn Group, and one concern was that this would lead to yet another certification scheme, charging members further sums to undergo training and certification “to carry on doing our job”. CIBSE has argued very strongly that there is sufficient capacity to deliver energy audits without creating a new scheme, and that existing schemes can be adapted to do this. The Energy Institute continues to present itself as the principal source of expertise in this area, a position not supported by industry stakeholders, who are aligning with CIBSE and recognise the competence of our members.
Minimum Energy Performance Standards
Minimum Energy Performance Standards are due to be introduced in 2016 for rented homes, and in April 2018 for rented non-domestic buildings. They will limit the letting of F and G rated buildings which have not undergone appropriate energy efficiency measures, and it is proposed that they be based on Energy Performance Certificate (EPCs where they exist, which is proving to be a key issue). CIBSE is actively involved in the working group convened by DECC and the British Property Federation to develop the proposals, which submitted its report over the summer.

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

There are also 17 Specialist Interest Groups, covering a range of topics from day-lighting and lifts to controls and electrical services. Participation in these is open to all, members or not, with an interest in the topic. The newest Group on Chimneys and Flues met for the first time in July.

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

The Society of Light and Lighting (SLL)
• Brendan Keely has taken up the post of Secretary of the Society. He is from a professional lighting background with BDP in Manchester, and was regional rep for the North West.
• The 2013-2014 Masterclass series, “Quality UP, Energy DOWN” will launch in Birmingham on 24th October, and features at the Luxlive exhibition in London in November.
• Membership stands at over 2,100, a result of targeted recruitment drives focusing on specified contacts with an interest in Lighting.
• The SLL Technical and Publications committee led by Paul Ruffles have developed a strict timetable for publications development and review, the aim to review each title within 5 years. Forthcoming titles include a revised daylighting guide, an updated museums guide and a new guide to lighting places of worship.
• Young Lighter of the Year will take place at LuxLive in November 2013. SLL once again has a stand, and the focus will be on the new 2013-14 series of Master Classes and on membership recruitment.

The Society of Public Health Engineers
• Current membership is 185 (175 in May 2012) with 46 Industrial Associates (companies) supporting its work, representing a growth of four Associates since last May.
• Holds regular technical meetings in London, the North West, Scotland and the South West.
• The revised CIBSE Guide G: Public Health Engineering, is due to publish shortly.

The Society of Façade Engineering
• Has 269 members (257 in May 2012), with a third of the members based outside the UK.
• Is currently running an award for innovation in façade engineering, which is to be presented at a high profile industry event, the Glass Supper, in November. The purpose of this activity is to raise the profile of the Society in the Façade market and to drive membership.
• Provides speakers at UK and overseas events to promote the Society.

Institute of Local Exhaust Ventilation Engineers (ILEVE)
• Development is progressing well, with over 80 members attending the 2013 AGM, and with membership now standing at 148 (132 in May 2012).
• Is holding a membership day later in October to promote the work of ILEVE to its members and potential members.
• HSE increasingly looks to ILEVE membership to show competence in exhaust ventilation. With over 4,000 people annually develop long term health problems arising from inadequate or unsafe exhaust ventilation it is one of the top five occupational health issues for Health and Safety Executive (HSE)
• A programme of technical events has been established.

Specialist Interest Groups
• Have approximately 144,000 separate Group memberships, up 13% over the last year. This figure represents a total of 35,000 unique individuals across all Groups
• 22,000 of these individual Group participants are not in CIBSE membership, 62% of the total number of Group members, and therefore offer a significant potential for new members
• 9,000 CIBSE members do not belong to any Special Interest Group
• The largest Groups are ASHRAE (13K), (CHP-DH) (14K), Daylight (11K), Electrical Services (13K) and Energy Performance (15K). These five Groups alone have 19,000 non-CIBSE members
• Previously within all Groups, the most commonly held CIBSE membership grade was that of full CIBSE Member. This pattern has now changed and many Groups have their largest number of CIBSE members at Affiliate Grade
• Approximately one third of all Group participants are non-UK based
• A new group on Chimneys and Flues has been formed, with its first meeting held in July.

Young Engineers’ Network (YEN)
YEN provides a means for newer entrants and younger practitioners in building services to meet and network. YEN is organised into 11 regional centres in the UK and overseas, which work with the regional committee. A national network of centre chairs co-ordinate, share best practice and exchange ideas between the different regional centres. The regional chairs and vice chairs met in Nottingham for a biannual meeting to share ideas for the further development of the network.
• The Network now has approximately 5,000 members, up from 2,000 this time last year. CIBSE members, who are under 30, joining as student or graduate members will now be automatically enrolled in YEN
• YEN are interested in creating new centres in South Wales, Southern Region, Northern Ireland, Republic of Ireland and the Midlands
• Over a third of YEN members are outside the UK.

Technical Projects

Technical Symposium
The 2014 Symposium will be held on 3rd and 4th April at Dublin Institute of Technology, and we seek to build on the success of the Liverpool event. The 2014 Symposium is jointly sponsored by CIBSE and ASHRAE, and is also supported by the Future Cities Catapult, a Technology Strategy Board initiative to develop the knowledge and skills to deliver cities fit for the future.

We have a record number of abstracts submitted, which the Technical Committee are reviewing, and we continue to work to deliver a programme that will be of value to a diverse spectrum of members, in age and specialism and, of course, geographical base. Council members are strongly encouraged to consider attending for both days of highly valued Continuing Professional Development (CPD) and networking, all at the lowest possible price, and to encourage colleagues to do so. It is a conscious policy to make the Symposium a valuable and accessible opportunity for as many members as possible to benefit from attendance and participation.

Publications Development and Research (R&D)
The team contributes to various R&D projects, managing support for the Knowledge Management Committee, the Research Fund and also the Richard Tully Fund. CIBSE is closely involved in two new Centres of research funded by the Research Councils Energy Programme in end use energy demand. These are the Interdisciplinary centre for Storage, Transformation and Upgrading of
The Chartered Institution of Building Services Engineers

Thermal Energy (i-Stute), a partnership of Warwick, Loughborough, Ulster and London South Bank Universities, and the Centre for Energy Epidemiology (CEE) at the UCL Energy Institute. CIBSE chairs the advisory board of i-Stute and is represented on the advisory board of CEE. CIBSE is a key dissemination partner in both of these centres, which are multi year, multi-million pound initiatives to address energy demand (rather than supply) in the UK.

New Knowledge Transfer Partnership
The new Knowledge Transfer Partnership project on Fuel Cells, in partnership with St Andrews University, has started.

Zero Carbon Hub –Design versus As Built Project
Homes for the Future Group members continue to contribute to a project looking at the difference between design and as built energy performance of homes. It aims to improve as-built energy & carbon saving performance of new homes to satisfy the zero carbon homes ambition.

National House Building Council (NHBC) Ventilation Standards
CIBSE are working in partnership with NHBC to draft a new technical standard for Mechanical Ventilation Heat Recovery (MVHR) systems within dwellings. The draft standard is now complete and will be taken through NHBC’s technical committees and the Standards Committee in July where it is expected to be approved for publication. It is anticipated that Chapter 3.2 ‘Mechanical ventilation with heat recovery’ will be distributed as a standalone paper document in the autumn and become effective from 1st January 2014.

University Liaison
Research active universities, especially in areas of energy performance and building services related research, have been approached to run CIBSE accredited courses, offer a means to extend our membership and expand the network for developing new CIBSE knowledge.

Federation of European Heating, Ventilation and Airconditioning Associations (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. Donald Leeper and Derrick Braham retired from REHVA activity at the General Assembly on 15th June. The Institution is grateful for their contribution to REHVA over many years. Andy Ford has agreed to be nominated to take Derrick’s place on the REHVA Journal Editorial Panel, and David Fisk has agreed to be the CIBSE Delegate at REHVA General Council.

CIBSE SERVICES REPORT

CIBSE Certification
CIBSE Certification has undertaken an internal business review in 2013 and implemented a new structure to streamline workflow, particularly in the applications process.

The investment in a QA management software package has been a positive step with better turnaround times and a freeing up of administrative time which was important in the re-structuring referred to already. The new APEL application system is still being developed with new strands for Green Deal and Scotland being required this year.

Scotland
With the re-cast of the Energy Performance of Buildings Directive, the Government in Scotland has legislated for the introduction of the lodgement of EPCs with an operating framework very similar to the rest of the UK. CIBSE Certification has successfully applied to become an Approved Organisation for new and existing buildings and subsequently modified their lodgement portal to
accept lodgements onto the register in Scotland. We are now operating an EPC Scotland register with an associated LCC Scotland Design register.

**DCLG Guidance**

Also as a result of changes following the re-cast of the Energy Performance of Buildings Directive, DCLG issued new guidance on the production of EPCs, DECs, and Air Conditioning Reports in December 2012. They have just completed a consultation exercise to revise the December 2012 EPC Guidance.

The headline changes are:

That DECs are now required on qualifying buildings between 500 and 1000 m², but unlike for larger buildings that have a validity of one year, these new DECs have a validity of 10 years.

That listed buildings, (such as Centre Point) are exempt from the requirement for an EPC.

That where an EPC already exists for a building over 500 m² and that building is regularly visited by the public, the EPC must be displayed.

**Green Deal**

Having been announced as a Green Deal Advice Certification Body in May last year, we were rather taken aback to find that DECC did not want us to use an APEL route to engage experienced practitioners with the Green Deal. After many months of debate, we decided to extend the scope of our UKAS accreditation against ISO 17024, Certification of the Competence of Persons, to include Green Deal Advisors, to re-assure them. We have had the UKAS visit for this and expect to be able to announce a successful outcome in the near future. So we are now fully able to engage with the Non-Domestic Green Deal. All we need now is for DECC to do the same.

**Training and Events**

**Mid-Career College**

Financial contribution to the end of August is slightly ahead of budget for the year. This is due to strong public course sales and also a good number of in house courses running. We have a new course programme that we are promoting with an extensive marketing campaign currently in progress. We have new courses on a number of subjects with 190 course dates scheduled in the next 10 months. This is more courses covering more areas than we have had in previous years. The marketing campaign includes promotion through the CIBSE journal as well a number of other industry journals and contacts. In house customers in the last couple of months include Atkins, EE, Cundall, Wylfa Power Station in Anglesey, British Airways and Eurostar. Eurostar have just rebooked for a further 2 courses for the autumn.

**Online learning**

We now have 12 units finalised, the final two focusing on commissioning. Sales are still primarily from the early adopters. Meetings with the early adopters have confirmed on-going commitment to the programme. The last meeting resulted in a number of actions including review of current materials, development of offline & downloadable options and topic development. We have also agreed to broaden the management committee. Work is on-going to promote the units within the industry and we currently have a number of key companies trialling units to see if they would fit in to their training programme.
Professional Learning

The first half of the year has had disappointing sales. A large section of income was budgeted to come from Green Deal Training and other certification products. This has not materialised. EPC training is the strongest of the products in this area; Air conditioning and DEC training are proving harder to attract an audience. This training has a direct correlation to interest in certification.

Technical Briefings

A technical briefing on TM52 was held in September attracting an audience of 40 delegates. This briefing will be followed up by others in this format in the autumn. RHI training has been well received this year and we are holding further training dates in Manchester this autumn.

Journal

The Journal has continued to build on its editorial strength, the team is now well established and market feedback on the magazine content has been exceptional. The editorial team has been strengthened further with the addition of Liza, dedicated full time to the Journal, and with support from duty editor Philip.

Income for 2013, though steady, is under budget. The market tightened significantly this year after a number of good years, advertising and marketing budgets industry wide were stretched and uncertainty prevailed in the market as a whole, though clients expressed their desire to remain in the publication. A number of clients are now returning to the magazine and there have been new additions to the client base as well as uplifts in recruitment and online sales. Inroads have been made into the budget shortfall but is expected to remain under for year end, that 2013 total revenue is forecast to be 4% higher than 2012.

October sees the Journal expand its digital offering, with the introduction of optimised editions which are available on all platforms and operating systems (Web, mobile, tablet). These go beyond the simple PDF replication and are now interactive, featuring video, slideshows and much more. iPad users will also benefit from a CIBSE Journal App, available to download in the app store – providing an optimised experience especially for the popular tablet. These additions to the portfolio represent a new and exciting channel for advertisers to target our readers and will continue to evolve alongside new digital innovations and customer feedback.

The Journal recently held a Roundtable debate on the theme of the Green Deal and energy assessments. Sponsored by Vaillant, the Roundtable generated interest on Social Media and will be featured in full in the November edition. The Roundtable secured £11,000 in sponsorship revenue. During the remainder of 2013 there will be a sponsored webinar from LG which will bring in additional revenues and add value for our readers – over 230 people took part in the previous Journal webinar.

A number of supplements have run in 2013 and the Journal has just produced a Hotel and Leisure supplement, which is being included as part of the October edition, generating in excess of £8,000 in revenue. The November edition will carry a Products and Services supplement – providing manufacturers with a new opportunity to showcase their latest innovations. December will see a special Lighting supplement and the Careers Guide will return for the January edition, featuring the popular industry salary survey.

The Building Performance Awards have been well promoted and supported by the Journal. Numerous case studies were featured, showcasing previous winners. The forthcoming event will
be supported further with a special Awards supplement.

Publications

CIBSE has published nine titles so far in 2013 with an additional number nearing publication with expectations of up to six or seven more being published before the end of the year. A number of titles are sitting within the production team at various stages of completion. At the request of the Publications Department, KMC provided guidance on prioritisation of these projects, which has proved of assistance, but it has meant that some lesser titles have been with us for some time while higher propriety projects are addressed.

Published to date in 2013:

- AM12 Combined heat and power in buildings. NEW EDITION (Published January)
- TM51 Ground source heat pumps. NEW TITLE (Published February)
- TM13 Minimising the risk of Legionnaires' disease. NEW EDITION ((Published May)
- Embodied carbon and building services (CIBSE Research Report 9) by Roger Hitchin (Published June)
- TM52 The limits of thermal comfort: avoiding overheating in European buildings. NEW TITLE (Published July)
- SLL LG4 Sports lighting – update by addendum. ADDENDUM (Published July)
- TM54 Evaluating energy performance of buildings at the design stage. NEW TITLE (Published August)
- CIBSE Briefing 4 The Enhanced Capital Allowance Scheme. NEW EDITION (Published August)
- TM53 Refurbishment. NEW TITLE (Published September)

To be published in next quarter:

- Technical guide to green roofs. NEW TITLE (To be published October/November)
- SLL LG9 Lighting for communal residential buildings. NEW EDITION (To be published October/ Nov)
- Guide G Public health engineering (last edition 2004). NEW EDITION (To be published November)
- TMXX Design for future climate. NEW TITLE (To be published November/December)
- TM49 Summertime design guidance for London. NEW TITLE (to be published electronically only)
- Design for extreme environments: ARID (REPLACEMENT to TM040 (To be published December)
- Guide B Heating, ventilating, air conditioning (NEW EDITION, now in 4 Chapters) Guide B1
Possible imminent arrivals:

- SLL LG8 Lighting for museums and art galleries
- SLL LG10 Daylight and window design
- SLL LG13 Guide to lighting of places of worship

Titles carried over to 2014 include:

- The 3 other Chapters of Guide B: Guide B ie B2 Ventilation, B3 Air con and refrigeration, and B4 Noise and vibration
- AM Biomass
- TM Integrated School Design
- Guide M Maintenance.

Key projects

Guide A: Environmental Design. Various chapters are now completed, peer reviewed and in production underway, but tardy chapters will result in publication being delayed to 2014

Guide B: HVACR Systems. See above

Guide G: Public health engineering. This long delayed publication is edging towards print.

BIM project: A number of initiatives are underway including the launch and promotion of the BIM Talk website and the creation of a number of product templates for building services products.

Resource

Delivery of projects to production and through to publication are at a far higher level than recent years but “production” is still a bottleneck. Extra resource is proving very successful but the essential need to ensure the quality of output continues to slow down the process. The retention of Sanaz Agha (Nazemi) as a project manager under contract but primarily running a number of CIBSE projects from Cyprus is proving successful so far. The addition of Ed Palmer to the Publications team in January 2013 is likely to prove an excellent move – given his range of skills and his additional role concerning social media is providing a useful channel of communication and gathering intelligence.

In addition to this enhanced in-house editorial/layout capability, CIBSE also now has 2 editors of proven quality working on multiple, but select, CIBSE projects. Note: most projects still require the intervention of the in-house team to ensure CIBSE quality.
Finance/Publication Sales

2013: YTD sales revenues (just over £145k including licensing royalties) are very similar to those for the same period in 2012 even with the attraction of a number of new titles late 2012 and first half of 2013. The newly published TM54 is likely to be an indicator of CIBSEs ability to reach a wider audience and the longer term impact of CIBSE members having open access to electronic version of publications (note: to date TM54 has 7 hard copy sales, 2 pdf sales and 992 downloads).

Licensing of CIBSE data to third parties continues to make a large contribution to revenues (nearly 50% YTD). Although there has been a decline in such revenues from Barbour/UBM, an agreement with a new aggregating licensee (Knovel) has been finalised, on a fee by usage basis, with incomes likely to start Q1 2014.

Top selling hard copy sales (numerically) for 2013 with YTD figures are:

- Code for lighting 2012 (82 copies)
- Guide M Maintenance engineering (70 copies)
- TM13 Legionella 2013 (70 copies)
- TM44 Inspection of air conditioning systems 2012 (51 copies)
- Guide D Transportation (46 copies)
- Guide F Energy (42 copies)

And by revenue:

- Code for lighting 2012 (£4,047)
- Guide F Energy (£3,086)
- Guide M Maintenance engineering (£2,680)
- TM13 Legionella 2013 (£2,027)
- Guide D Transportation (£1,887)
- Guide B (£1,827)

PDF sales remain at lower levels but growing in importance. TM13 shows an interesting additional profitability derived from pdf sales - as most, if not all, are at non-member's pricing. Top titles:

- TM13 Legionella (37 sales, £1,806)
- AM10 Natural ventilation (18 sales, £766)
- Guide B (13 sales, £1,187)
- TM44 Inspection of air conditioning systems 2012 (13 sales, £524)
- Commissioning Code A Air distribution systems (12 sales, £683)
- Guide D Transportation (12 sales, £737)
- Code for lighting 2012 (12 sales, £975)
- Commissioning Code W Water distribution systems (10 sales, £568).

Other activity

Move towards 'print on demand' (in batches) on most titles when they go to print is reducing investment in excess stock. No recent CIBSE title has been printed in numbers greater than 200 copies.

ASHRAE: A good working relationship continues to develop, including enhanced promotion of each other's content. A planned joint promotion of CIBSE legionella TM with ASHRAE's new standard is on hold due to major problems with the ASHRAE document. Following on from staff exchange phase one in September 2012 when Nick Peake visited Atlanta, ASHRAE's Editor/Group Manager of Handbook and Special Publications, Mark Owen, will be at CIBSE for the first week of November.

KP Activity

In this report you will be able to see the latest statistics on usage of the KP with a visitors coming to the KP in fairly regular (and impressive) numbers (with a slight, seasonal variation). The total visitor numbers always shows a good number of new visitors and the KP is slowly attracting an increasing proportion of CIBSE members to use the site (increasing from a third in 2012 to a half now). YTD numbers show that for 6 of the first 8 months of 2013, visitor numbers are better than any single month of 2011 or 2012. Visits have been made to the KP from 179 countries so far (out of the 200 or so 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 (33%).

Preparation is underway to optimise content for the new CMS and its launch in Jan 2013 – bringing consistent presentation and bookmarking of pdfs. We will also deploy additional content from CIBSE sources plus some additional content from a number partnering organisations e.g. FETA, BSRIA etc. who have agreed to such an arrangement for specific titles.

Since its soft launch in November 2011, and full launch in 1 January 2012, the Knowledge Portal has seen regular growth in total visitor numbers with month-on-month increments reaching about 220,000 with over 140,000 individuals. The total number of document downloads is around 130,000 and the view on line option is also growing in usage but at a significantly lower level (around 10% of download numbers).

KP Statistical analysis

Current figures show that the KP has, as at 1 Sep, had:

- 218,537 visits from 140,326 different visitors i.e. returning visitors account for 36% of visits.
- Visits have come from 179 countries, with overseas visits accounting for 32% of the total.
- 10,005 visitors have registered on the KP and of these, 7,785 have downloaded a total of
129,623 CIBSE documents.

The most popular title list is topped, as at the same time last year, by Guide F with 5,114 downloads and 462 views on-line.

Others are: Guide B (4,339 plus 920); Guide A (4,398 plus 797); then Guides C, M, G, K, H and TM44 (with 3,217 plus 606; 2,678 plus 318; 2,590 plus 320; 2,576 plus 188; 2,516 plus 159; 2,405 plus 258 respectively).

We have had 318 new joiners using the Quickjoin process in the KP.

**KP Feedback**

No major issues have been identified or reported in KP or its functionality. The phased delivery of the new website, driven by the new CMS will enhance and refresh the service and deliver a service that encourages interaction and engagement.

**Finance**

Current expenditure remains on KP maintenance, support and overheads.

The Building Performance Awards (BPA) 2014 call for entries campaign is now nearing completion with the final number of entries expected to be 85, following the entry deadline on Thursday 3 October.

The Awards has received entries from more companies than ever before despite the number of entries falling 15%. With an even spread of entries across the categories and the introduction of a new entry form that asked entrants to address each of the judging criteria, the competition looks set to produce an eclectic and impressive shortlist of entries.

Highest numbers of entries were received in building services consultancy, energy saving product, and the new international category which has proved very successful in its first year.

Entries will be now be reviewed and scored by the 11 members of the judging panel ahead of the judging day on Thursday 17 October. The BPA communications and marketing will now focus on driving up table sales for the awards dinner which is scheduled for Tuesday 11 February 2014.

**FINANCE DEPARTMENT**

The full year forecast for 2013 is again proving to be challenging, especially in the areas of one day conferences, EPC and DEC training, and journal advertising. Efforts continue to expand revenues and contain costs.

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

The budget for 2014 is currently being constructed and will be presented to the CIBSE Board in November 2013.
SUPPORT SERVICES

Emmanuella Oblitey has been welcomed to the Institution’s staff as our new HR Advisor. A review of HR contracts, policies and procedures is being undertaken to ensure that the Institution remains compliant with current legislation.

Work is being undertaken to define the Institution’s CRM system requirements in preparation for the planned replacement of the current Integra system as the next phase of the IT Strategy. All departments are being consulted to establish a clear functional requirement that supports all aspects of the Institution’s work and integrates effectively with the new CMS system.