

# Minutes of the CIBSE Lifts Group Annual General Meeting

06 March 2025, 1730-1800h



## PRESENT

Adam Scott	AS
Ben Richardson	BR
Gemma Moore	GM
John Bashford	JB
Leonora Lang	LL
Michael Bottomley	MB
Paloma Huelva Coronado	PHC
Paul Clements	PC
Phil Pearson	PP
Richard Peters	RP
Vincent Sharpe	VS
Wee Chuan Lim	WCL

### CIBSE Representative:

- Richard Goldsbrough
- Ceri Saunders
- Ella Sumner

## APOLOGIES

John Carroll	JC
Nick Mellor	NM
Stefan Kaczmarczyk	SK
Dave Cooper	DC
Erkan Soydan	ES
Jonathan Bracken	JBr
Rory Smith	RS

## DISTRIBUTION

Those present, apologies and web site

**The Chartered Institution of  
Building Service Engineers**

222 Balham High Road  
London SW12 9BS

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Facsimile 020 8675 5449

[www.cibse.org](http://www.cibse.org)

**1. Welcome and apologies**

MB opened the meeting.  
Apologies received were noted.

Note

**2. Minutes of the previous meeting**

The previous minutes were reviewed and accepted without amendment.

Note

**3. Matters arising not on the agenda**

MB shared updates of SoVT. Working closely with CIBSE, making good progress. Some actions for the next Board meeting on 23 April 2025. Still on track for Sep launch.

Note

**4. Elections of Officers**

The AGM will be held in person at SWECO London on 06 March 2025 at 1730h.

a. **NEW** Nominations of 2025:

Chair	MICHAEL BOTTOMLEY
Vice Chair	PHILL PEARSON
Secretary	WEE CHUAN LIM
Assistant Secretary	LEONORA LANG
Treasurer	RICHARD PETERS
Assistant Treasurer	BEN RICHARDSON
Events Organiser (North)	GEMMA MOORE
Events Organiser (South)	PALOMA HUELVA CORONADO
BSI Representative / Codes and standards	ADAM SCOTT
Event Exhibition	JOHN BASHFORD
Training Development	DAVID COOPER
Press & Publicity	PAUL CLEMENTS
LEIA Representative	NICK MELLOR
University of Northampton Representative	STEFAN KACZMARCZYK
SAFED Representative	JONATHAN BRACKEN
INITA Representative	VINCE SHARPE
International Representative USA	RORY SMITH
International Representative AU	JOHN CARROLL
International Representation UAE	ERKAN SOYDAN

Note

Proposer =  
Richard Peters

Seconded=  
Phil Pearson

**5. Report for 2024**

CL ran through the events of 2024. Special mention was made of the great turnout to the Annual Seminar at Novotel. Hopefully, we will be able to use CIBSE's new HQ for events starting in October 2025.

Note

**6. Events in 2025**

a. Welcome of Gemma and Paloma as North and South Events organisers respectively. The Executives will plan the following seminars/events. Check the CLG website for updates.

Note

- 6 Mar 2025 (1730 - 1900h) –AGM and Evening Seminars
- 23 Apr 2025 (1700 - 1930h) – Scotland Seminar
- 21 May 2025 (1600 - 1800h) – Manchester Seminar
- 2 or 3 Jul (1600 - 1800) – Birmingham Seminar
- 23 Sep 2025 – Guide D Launch
- 24-25 Sep 2025 – Lifts and Escalators Symposium
- Oct 2025 – Away Day for SoVT planning
- Nov 2025 – Annual Seminar

All to email suggestions to [liftsgroup@cibse.org](mailto:liftsgroup@cibse.org)

Note

**7. Education, Training and CPD**

a. Erkan to share online training details

Note

**8. Treasurer's Report for 2024**

RP: shared 2024 status. Old account still live. Trialling new CIBSE budgeting, hopefully, will be more accurate when we know the venues to hold events in London as that is the largest cost.

Note

**9. Standards and Regulations**

Adam provided National and General Updates.

Note

**10. Publicity and Social**

Paul Clements reports on the continued growth of online followers, due mainly to the regular posts.

Note

11.

**AOB/ Next AGM 2026**

Tentatively planned for 10 February 2026.

Note

Note

12.

**Close and Evening Seminars**

End



# Lifts Group Annual General Meeting 2025 and Seminar

Thursday, 6 March 2025 from 17:15 to 19:00 (GMT)  
Sweco UK - London Office Eldon House - Wilson Street - London EC2M 7LS - United Kingdom

<input type="checkbox"/>	Surname	First Name	Qty	Ticket Type	Payment Status
<input checked="" type="checkbox"/>	Ashpole	John	1	General Admission	Free Order Order 1137531059019-11719710283
<input type="checkbox"/>	Ataya	Mohammed	1	General Admission	Free Order Order 1137531059019-11529787733
<input type="checkbox"/>	Avdagic	Begum	1	General Admission	Free Order Order 1137531059019-11496181413
<input type="checkbox"/>	Barke	Dan	1	General Admission	Free Order Order 1137531059019-11523883653
<input checked="" type="checkbox"/>	Bashford	John	1	General Admission	Free Order Order 1137531059019-11456162823
<input checked="" type="checkbox"/>	Beaven	Josh	1	General Admission	Free Order Order 1137531059019-11701327123
<input type="checkbox"/>	Bedford	Luke	1	General Admission	Free Order Order 1137531059019-11594262753
<input checked="" type="checkbox"/>	Beebe	Jonathan	1	General Admission	Free Order Order 1137531059019-11453803613
<input type="checkbox"/>	Belton	Tom	1	General Admission	Free Order Order 1137531059019-11722512223
<input type="checkbox"/>	Berry	Michael	1	General Admission	Free Order Order 1137531059019-11447583753
<input checked="" type="checkbox"/>	Binnington	Emily	1	General Admission	Free Order Order 1137531059019-11727424353
<input checked="" type="checkbox"/>	Bottomley	Michael	1	General Admission	Free Order Order 1137531059019-11447536703
<input checked="" type="checkbox"/>	Burke	Michael	1	General Admission	Free Order Order 1137531059019-11447367893
<input type="checkbox"/>	Burke	Michael	1	General Admission	Free Order Order 1137531059019-11545123853
<input type="checkbox"/>	Burns	Paul	1	General Admission	Free Order Order 1137531059019-11471405933
<input type="checkbox"/>	Clark	Liam	1	General Admission	Free Order Order 1137531059019-11448632183
<input type="checkbox"/>	Cleary	Damien	1	General Admission	Free Order Order 1137531059019-11592047743
<input checked="" type="checkbox"/>	Clements	Paul	1	General Admission	Free Order Order 1137531059019-11470649533
<input checked="" type="checkbox"/>	Coronado	Paloma	1	General Admission	Free Order Order 1137531059019-11538729683
<input type="checkbox"/>	Correa	Florencia	1	General Admission	Free Order Order 1137531059019-11448058603
<input checked="" type="checkbox"/>	Crawford t	John	1	General Admission	Free Order Order 1137531059019-11447476533
<input checked="" type="checkbox"/>	Cronin	Alan	1	General Admission	Free Order Order 1137531059019-11447740983
<input checked="" type="checkbox"/>	Davies	Matt	1	General Admission	Free Order Order 1137531059019-11447291173
<input type="checkbox"/>	Dawson	Dominic	1	General Admission	Free Order Order 1137531059019-11447464683
<input type="checkbox"/>	Dreer	Sebastian	1	General Admission	Free Order Order 1137531059019-11532809843
<input checked="" type="checkbox"/>	Farr	Kristian	1	General Admission	Free Order Order 1137531059019-11586408623



Lifts Group Annual General Meeting 2025 and Seminar

	Surname	First Name	Qty	Ticket Type	Payment Status
<input type="checkbox"/>	Finch	Derek	1	General Admission	Free Order Order 1137531059019-11592039363
<input checked="" type="checkbox"/>	Forbester	Iain	1	General Admission	Free Order Order 1137531059019-11489663503
<input checked="" type="checkbox"/>	francis	cory	1	General Admission	Free Order Order 1137531059019-11460042113
<input type="checkbox"/>	Grey	Karl	1	General Admission	Free Order Order 1137531059019-11633707153
<input checked="" type="checkbox"/>	Grover-White	Micky	1	General Admission	Free Order Order 1137531059019-11600681883
<input type="checkbox"/>	Hardy	Simon	1	General Admission	Free Order Order 1137531059019-11452262453
<input type="checkbox"/>	Ho	Sarah	1	General Admission	Free Order Order 1137531059019-11447448493
<input type="checkbox"/>	Holmes	Chris	1	General Admission	Free Order Order 1137531059019-11697989463
<input type="checkbox"/>	Iloghalu	Constance	1	CIBSE Staff	Free Order Order 1137531059019-11889393993
<input checked="" type="checkbox"/>	James	Paul	1	General Admission	Free Order Order 1137531059019-11524148253
<input checked="" type="checkbox"/>	Jones	Duncan	1	General Admission	Free Order Order 1137531059019-11469916153
<input checked="" type="checkbox"/>	Keyser	Carl	1 ✓	General Admission	Free Order Order 1137531059019-11741980863
<input checked="" type="checkbox"/>	Lang	Leonora	1	General Admission	Free Order Order 1137531059019-11529830953
<input type="checkbox"/>	Lee	Chee Kwan	1	General Admission	Free Order Order 1137531059019-11452162643
<input type="checkbox"/>	Lennon	Craig	1	General Admission	Free Order Order 1137531059019-11681063183
<input checked="" type="checkbox"/>	Lim	Chuan	1	General Admission	Free Order Order 1137531059019-11448950823
<input type="checkbox"/>	Lyons	Alison	1	General Admission	Free Order Order 1137531059019-11471870523
<input checked="" type="checkbox"/>	McGlashan	Hamish	1	General Admission	Free Order Order 1137531059019-11681007053
<input type="checkbox"/>	Mills	Iain	1	General Admission	Free Order Order 1137531059019-11447341693
<input checked="" type="checkbox"/>	Minn	Hein	1	General Admission	Free Order Order 1137531059019-11885997803
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<input type="checkbox"/>	Pedro	Kevin	1	General Admission	Free Order Order 1137531059019-11449021303
<input checked="" type="checkbox"/>	Peters	Richard	1	General Admission	Free Order Order 1137531059019-11456438033
<input checked="" type="checkbox"/>	Peters	Richard	1	General Admission	Free Order Order 1137531059019-11530089433
<input checked="" type="checkbox"/>	Pickering	David	1	General Admission	Free Order Order 1137531059019-11529693943
<input type="checkbox"/>	Piggott	Tim	1	General Admission	Free Order Order 1137531059019-11684089213



Lifts Group Annual General Meeting 2025 and Seminar

Surname	First Name	Qty	Ticket Type	Payment Status	
<input checked="" type="checkbox"/>	Preston	Brian	1	General Admission	Free Order Order 1137531059019-11692965053
<input type="checkbox"/>	Price	Nick	1	General Admission	Free Order Order 1137531059019-11696840243
<input type="checkbox"/>	Quinn	Laura	2	General Admission	Free Order Order 1137531059019-11576962763
<input checked="" type="checkbox"/>	Read	Neil	1	CIBSE Staff	Free Order Order 1137531059019-11892761853
<input checked="" type="checkbox"/>	Richardson	Ben	1	General Admission	Free Order Order 1137531059019-11447756383
<input type="checkbox"/>	Satchithananthan	Eliathamby	1	General Admission	Free Order Order 1137531059019-11453863053
<input checked="" type="checkbox"/>	Saunders	Ceri	2	CIBSE Staff	Complimentary Order 1137531059019-11867998593
<input checked="" type="checkbox"/>	Scott	Adam	1	General Admission	Free Order Order 1137531059019-11538257303
<input type="checkbox"/>	Sekhon	Senan	1	General Admission	Free Order Order 1137531059019-11723057503
<input checked="" type="checkbox"/>	Sharpe	Vince	1	General Admission	Free Order Order 1137531059019-11519108373
<input checked="" type="checkbox"/>	Smith	Ralph	1	General Admission	Free Order Order 1137531059019-11447271763
<input checked="" type="checkbox"/>	Smith	Matt	1	General Admission	Free Order Order 1137531059019-11447518173
<input type="checkbox"/>	somody	rob	1	General Admission	Free Order Order 1137531059019-11690384183
<input type="checkbox"/>	Steele	Scott	1	General Admission	Free Order Order 1137531059019-11447590783
<input type="checkbox"/>	Stewart	Brian	1	General Admission	Free Order Order 1137531059019-11448528353
<input type="checkbox"/>	Stopes	John	1	General Admission	Free Order Order 1137531059019-11460715723
<input type="checkbox"/>	Turner	Michael	1	General Admission	Free Order Order 1137531059019-11453208573
<input type="checkbox"/>	Turner	Michael	1	CIBSE Staff	Free Order Order 1137531059019-11890404433
<input type="checkbox"/>	Ubogu	Oghenekume	1	General Admission	Free Order Order 1137531059019-11449491663
<input type="checkbox"/>	Urquhart-Proctor	stewart	1	General Admission	Free Order Order 1137531059019-11454359783
<input checked="" type="checkbox"/>	Vesma Acheson	Karl Hazel	1	General Admission HAZEL.ACHESON@SAVILLS.COM	Free Order Order 1137531059019-11636695313
<input type="checkbox"/>	Vinson	Kevin	1	General Admission	Free Order Order 1137531059019-11447309603
<input checked="" type="checkbox"/>	Wickens	Arni Daniel	1	General Admission	Free Order Order 1137531059019-11681837773

Oliver  
Barker  
Parker  
Smith

Wayne  
Graham  
Killick  
Calum





# Annual General Meeting

6 March 2025

## Agenda

1. Welcome and apologies
2. Minutes of previous meeting
3. Matters arising
4. Election of officers
5. Report for 2024
6. Events in 2025
7. Education, Training and CPD
8. Treasurer's report for 2024
9. Standards and regulations
10. Publicity and Social
11. AOB / Date of next Annual General Meeting
12. Seminars



# 1. Welcome and Apologies

Michael Bottomley





## 2. Minutes of Previous Meeting

Chuan Lim





**Minutes of the CIBSE Lifts Group  
Annual General Meeting**

**21 February 2024, 1545-1615h**



**The Chartered Institution of  
Building Service Engineers**  
222 Balham High Road  
London SW12 9BS

Telephone 020 8675 5211  
Facsimile 020 8675 5449  
www.cibse.org

**PRESENT**

Adam Scott  
Dave Cooper  
John Bashford  
Michael Bottomley  
Nick Mellor  
Phil Pearson  
Richard Peters (Online)  
Stefan Kaczmarczyk (Online)  
Vincent Sharpe  
Wee Chuan Lim  
Adrian Catchpole (CIBSE President)

Refer Registered Attendees list.

**APOLOGIES**

John Carroll  
Rory Smith

**DISTRIBUTION**

Those present, apologies and web site

**1. Welcome and apologies**

The meeting was opened by MB.

Note

**2. Minutes of previous meeting**

The previous minutes were reviewed and accepted without amendment.

Note

**3. Matters arising**

MB/WCL shared CLG to Society findings. We hope to complete the transition by the launch of CIBSE Guide D 2025.

Note

**4. Report for 2023**

WCL presented a summary of the activities for 2023. The slides for this presentation are attached to these minutes.

Note

**5. AGM Elections**

**NEW** Nominations of 2024:

Chair	MICHAEL BOTTOMLEY
Vice Chair	PHILL PEARSON
Secretary	WEE CHUAN LIM
Treasurer	RICHARD PETERS

Note

Events Organiser (North/South of England)	PHILL PEARSON / ERKAN SOYDAN
BSI Representative	ADAM SCOTT
Event Exhibition	JOHN BASHFORD
Training Development	DAVID COOPER
Press & Publicity	PAUL CLEMENTS
LEIA Representative	NICK MELLOR
University of Northampton Representative	STEFAN KACZMARCZYK
SAFED Representative	JONATHAN BRACKEN
INITA Representative	VINCE SHARPE
International Representative USA	RORY SMITH
International Representative AU	JOHN CARROLL



<p><b>6. Events in 2024</b></p> <p>PP reported that the Executive were planning the following seminars/events:</p> <ul style="list-style-type: none"> <li>• AGM and Seminar, 21 Feb 2024 (London).</li> <li>• Scotland Regional Seminar, 2 May 2024</li> <li>• Manchester Seminar, 18 June 2024</li> <li>• Lift and Escalator Symposium, 18-19 September 2024 (Northampton)</li> <li>• Build2Perform, 13-14 November 2024 (London)</li> <li>• Annual Seminar, 12 November 2024 (London)</li> <li>• AGM and Evening Seminar, 19 Feb 2025 (London)</li> </ul> <p>Full details of these events and instructions on how to book will be posted on the web site <a href="http://www.cibseliftsgroup.org">www.cibseliftsgroup.org</a> .</p> <p>CL extended an open invite to the group to suggest topics for future seminars.</p>	<p>Note</p>
<p><b>7. Education, Training and CPD</b></p> <p>David Cooper provide updates on the available resources and upcoming online CPD.</p>	<p>Note</p>
<p><b>8. Treasurer's report</b></p> <p>A copy is attached to these minutes.</p> <p>CIBSE Lifts Group Accounts end 2023 record a balance of £7,781.40. We are financially secure, allowing us to underwrite events not held at Balham and thank speakers by taking them to dinner. We have historically held a dedicated CIBSE Lifts Group bank account; CIBSE would like us to shut this down as it is difficult to account for it in their submissions to the Charity Commission.</p> <p>We are trying their budgeting system for 2024; we have an approved budget of £1070 and will claim against this. If this works for us, we will propose to shut down the CIBSE Lifts Group account next year. At that point, we can discuss what to do with the current balance.</p>	<p>Note</p>
<p><b>9. Standards and Regulations</b></p> <p>AS provided updates. Refer to attached slides for summary.</p>	<p>Note</p>
<p><b>10. Any other business</b></p> <p>Paul Clements provided updates about the CLG LinkedIn channel.</p>	<p>Note</p>
<p><b>11. Next meeting</b></p>	

<p><b>12. Close and Seminar</b></p>	<p>The next Lifts Group AGM and Evening Meeting will be on 19 February 2025 (confirmed details + information of the seminars mentioned above, will be available via CLG events page. <a href="https://www.cibse.org/lifts-group/events">https://www.cibse.org/lifts-group/events</a>)</p> <p>MB: Thank you for the support and being members of the CLG. If anyone is interested and are not members, please encourage them to. It is free to join. The purpose is to share any useful information upskill and to share knowledge.</p>	<p>Note</p>
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END



# 3. Matters Arising

Michael Bottomley





*News from the Front!...*

**SoVT**  
The Society of Vertical Transportation



**18 Nov 2022**

Following discussions with Adam Scott and CIBSE, CIBSE presented to CLG Executives, the benefits of converting to Society.

**15 June 2023**

CLG Executives had further discussions on CLG to Society.

**21 Aug 2023**

CLG Executives reviewed the competency and criteria required for CLG to Society.

**05 Sep 2023**

CLG Executives connected with CIBSE to clarify CLG to Society matters.

**17 Nov 2023**

CLG Executives connected with Society of Façade Engineers Committee to understand their formative journey and experiences.

**21 Feb 2024**

CLG Execs presented at AGM intention to transition to Society, highlighting the benefits and concerns.

**13 Aug 2024**

MB/CL shared updates of CLG to Society with the CLG Execs.

**12 Nov 2024**

MB provided Society update to attendees of Annual Seminar.], including the logo and name as “ Society of Vertical Transportation (SoVT)”

**27 Jan 2025**

First Draft of SoVT Business plan to CIBSE for review.

**13 Feb 2025**

SoVT Business plan to CIBSE Board. (1<sup>st</sup> Attempt)

**6 Mar 2025**

SoVT update at CLG AGM

**23 Apr 2025**

SoVT Business plan to CIBSE Board. (2<sup>nd</sup> Attempt)

**26 May 2025**

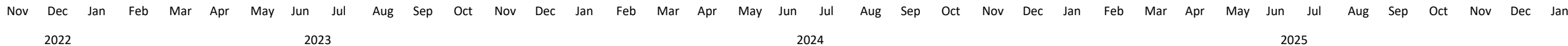
SoVT Business plan to CIBSE Board. (3<sup>rd</sup> Attempt)

Minutes of discussions are available on the CLG website

[Minutes of Past meetings](#)

**23 Sep 2025**

CIBSE Guide D and SoVT Launch





- 218 responses in support of So**VT**
- 1st Draft to Board 13 Feb 2025
- Actions before next draft 23 April 2025



# 4. Election of Officers

Chuan Lim





# Officers for 2025 are:

## Officers without needing to be re-elected in 2025:

- Michael Bottomley (Chair)
- Phil Pearson (Vice Chair)

The roles available for Lifts Groups members to nominate themselves for are outlined below, the current committee nominates the people as outlined below to fulfil these positions. In the event of more than one nomination being received per role, an election will take place.

## Officer nominations\*

- Honorary Secretary - Chuan Lim
- Honorary Treasurer - Richard Peters



Gemma Moore



Paloma Huelva Coronado



Leonora Lang



Ben Richardson



## Elected member nominations

- Adam Scott (BSI Representative/Codes and Standards)
- David Cooper (Training Development)
- Paul Clements (Press and Publicity)
- John Bashford (Events Exhibitions)
- Stefan Kaczmarczyk (University of Northampton Representative)
- Nick Mellor (LEIA Representative)
- Jonathan Bracken (SAFED Representative)
- Vince Sharpe (INITA Representative)
- Rory Smith (International Representative - USA)
- John Carroll (International Representative - AU)
- Erkan Soydan (International Representative - UAE)
- Paloma Huelva Coronado (Events Organiser - South)
- Gemma Moore (Events Organiser - North)
- Leonora Lang (Assistant Secretary)
- Ben Richardson (Assistant Treasurer)



# 5. Report for 2024

Chuan Lim





# Past Events

## 2024

- [CIBSE Lifts Group AGM and Seminar \(21 February 2024\)](#)
- [Scotland Regional Seminar \(30 April 2024\)](#)
- [Manchester Seminar \(26 June 2024\)](#)
- [15th Lifts and Escalator Symposium \(18-19 September 2024\)](#)
- [CIBSE Lifts Group Annual Seminar at Novotel Excel, London \(12 November 2024\)](#)



## 15th Symposium on Lift & Escalator Technologies

18 - 19 September 2024

The Lift & Escalator Symposium brings together experts from the field of vertical transportation, offering opportunities for speakers to present peer reviewed papers on the subject of their research. Speakers include industry experts, academics and post-graduate students.

Registration is now open.

[Register](#)

## CLG AGM and Seminar 2024

Lifts Group  
Events  
Take Society of Vertical Transportation Survey  
Lifts Codes and Standards  
Learning Portal  
Committee Members  
Minutes of Past Meetings

The packed conference room at the CIBSE Lifts Group's AGM 2024 on 21 February at CIBSE HQ in Balham demonstrated our members' strong support and interest.

Following **Michael Bottomley's** Welcome and tribute to the late Dr Gina Barney, **CIBSE President, Adrian Catchpole** addressed the attendees.

Michael provided an update on the efforts behind transitioning the group to a society.

**Adam Scott** shared updates on the development of codes and standards.

**David Cooper** reminded the attendees of the various knowledge sharing, education initiatives and that CIBSE will be creating an online CPD specifically for the Vertical Transportation industry.

[Minutes and AGM Slides](#)

**Phil Pearson** kicked off the afternoon seminar where **Hywel Davies** provided some great insights into the "Building Safety Act 2022" which was followed by an intense Q&A session.

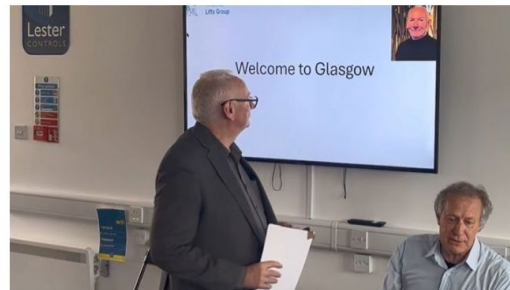
Watch the recording below.

[Download Slides](#)



## CLG Scotland Regional Seminars 2024

Lester Controls kindly hosted the first CLG Scotland Regional Seminars on 30 April 2024 in Glasgow.



On November 12th, the CIBSE Lifts Group held our Annual Seminar at the Novotel Excel to support CIBSE's Build2Perform 2024.

Despite the costs associated with the private venue, we upheld our tradition of keeping attendance fees at £50, with no charge for retirees and students. The fantastic turnout, featuring many familiar faces, demonstrated that our efforts are worthwhile. We want to thank all attendees for their support. We hope next year's Annual Seminar will be held at CIBSE's new HQ!



# 6. Events in 2025

Chuan Lim





# Event Organisers

## North



Gemma Moore



## South



Paloma Huelva Coronado





## Tentative Dates

- 6 Mar 2025 (1730 - 1900h) –AGM and Evening Seminars
- 23 Apr 2025 (1700 - 1930h) – Scotland Seminar
- 21 May 2025 (1600 - 1800h) – Manchester Seminar
- 2 or 3 Jul (1600 - 1800) – Birmingham Seminar
- 23 Sep 2025 – Guide D Launch
- 24-25 Sep 2025 – Lifts and Escalators Symposium
- Oct 2025 – Away Day for SoVT planning
- Nov 2025 – Annual Seminar

Full Details and instructions to register will be posted on the CLG Website under EVENTS.

[www.cibseliftsgroup.org](http://www.cibseliftsgroup.org)





# Draft Meetings and Agendas 2025



## Preliminary ideas for topics

- BS 9991
- EN81-76
- Building Safety Act and HRB one year on
- EDI
- Fire Engineering
- Sustainability and Whole life carbon
- Component and Product standard updates
- International showcase
- Professional Qualification, Training and Apprentice
- YEN – Fundamental Series Online learning
- Society of VT Updates

- What ELSE can we help with?...

Please email us at [liftsgroup@cibse.org](mailto:liftsgroup@cibse.org)



# 7. Education Training and CPD

Chuan Lim



Coming Soon!

- Learning Portal
- Lift and Escalator Library
- Lift and Escalator Symposium
- Elevator fundamentals – Erkan
- What ELSE can we help with?...  
Please email us at [liftsgroup@cibse.org](mailto:liftsgroup@cibse.org)



# 8. Treasurer's Report for 2024

Richard Peters



<b>Lifts Group Accounts 2024</b>				
	<b>Description</b>	<b>Expenditure</b>	<b>Income</b>	<b>Balance</b>
	Balance Carried Forward 31 January 2024			£7,781.40
25/02/2024	Bank charges	£5.00		£7,776.40
25/03/2024	Bank charges	£5.00		£7,771.40
25/04/2024	Bank charges	£5.00		£7,766.40
25/05/2024	Bank charges	£5.00		£7,761.40
18/05/2024	Donation		£5.00	£7,766.40
25/06/2024	Bank charges	£5.00		£7,761.40
25/07/2024	Bank charges	£5.00		£7,756.40
25/08/2024	Bank charges	£5.00		£7,751.40
25/09/2024	Bank charges	£5.00		£7,746.40
25/10/2024	Bank charges	£5.00		£7,741.40
25/11/2024	Bank charges	£5.00		£7,736.40
18/12/2024	Donation		£5.00	£7,741.40
25/12/2024	Bank charges	£5.00		£7,736.40
	Income		£10.00	
	Expenditure	£55.00		
	Profit (loss)	-£45.00		
	<b>Balance at 1 January 2025</b>	<b>£7,736.40</b>		



Quarter 1 January - March								
Date and month	Activity type	Detail	Delivery mechanism	Targets	Measurement method	Total expected cost	CIBSE funding request	Sponsorship amount required
21-Feb	AGM	Held CIBSE HQ	Face to face	40	Number of people attending	500	500	0
<b>Totals</b>						500	500	0
Quarter 2 April - June								
Date and month	Activity type	Detail	Delivery mechanism	Targets	Measurement method	Total expected cost	CIBSE funding request	Sponsorship amount required
June to be confirmed	Technical event	Manchester Meeting	Face to face	30	Number of people attending	520	520	0
<b>Totals</b>						520	520	0
Quarter 3 July - September								
Date and month	Activity type	Detail	Delivery mechanism	Targets	Measurement method	Total expected cost	CIBSE funding request	Sponsorship amount required
September to be confirmed	Technical event	Lift & Escalator Symposium. Two day conference underwritten by the Lift & Escalator Symposium Trust.	Face to face	120	Number of people attending	0	0	0
September to be confirmed	Awards	Dr. Gina Barney Emerging Excellence Award for Vertical Transportation. Presented at the LES conference.	Face to face	120	Number of people attending	50	50	0
<b>Totals</b>						50	50	0
Quarter 4 October - December								
Date	Activity type	Detail	Online or Face to face	Targets	Measurement method	Total expected cost	CIBSE funding request	Sponsorship amount required
November	Technical event	Annual Seminar.	Face to face	50	Number of people attending	0	0	0
<b>Totals</b>						0	0	0
CIBSE Use Only								
<b>Total Funding application</b>								1070
<b>Total Sponsorship required</b>								0
<b>Total CIBSE request</b>								1070
<b>Amount awarded for 2024</b>								1070
Approved 15 December 2024								

# Actual

## **Expenditure**

Manchester Venue £498

London Venue £1275

Speaker Entertainment £350

## **Income**

Ticket sales £1173 (gross £1300)

## **Summary**

**£1070 budget versus income (-£950)**

## **Analysis!!**

£120 under budget if we account for ticket income

We were not expecting the London Venue fee – closure of CIBSE  
Balham HQ

Speaker Entertainment £350, MB still trying to reclaim



Quarter 1 January - March						
Date	Activity type	Detail	Total expected cost	CIBSE funding request	CIBSE Allocated Funds	Sponsorship amount required
06 March 2025	AGM	Sweco to host in person, London	£2,000.00	£2,000.00	£1,000.00	£1,000.00
	Committee expenses	Committee expenses for travel etc	£0.00	£0.00	£50.00	£0.00
			£2,000.00	£2,000.00	£1,050.00	£1,000.00
Quarter 2 April - June						
Date	Activity type	Detail	Total expected cost	CIBSE funding request	CIBSE Allocated Funds	Sponsorship amount required
April TBC	Technical event	Glasgow venue required	£1,000.00	£1,000.00	£250.00	£750.00
JuneTBC	Technical event	Manchester Meeting	£600.00	£600.00	£250.00	£350.00
			£1,600.00	£1,600.00	£500.00	£1,100.00
Quarter 3 July - September						
Date	Activity type	Detail	Total expected cost	CIBSE funding request	CIBSE Allocated Funds	Sponsorship amount required
September TBC	Technical event	Lift & Escalator Symposium. Two day conference underwritten by the Lift & Escalator Symposium Trust.	£1,000.00	£1,000.00	£0.00	£1,000.00
September TBC	Awards	Dr. Gina Barney Emerging Excellence Award for Vertical Transportation. Presented at the LES conference.	£150.00	£150.00	£150.00	£0.00
	Technical event	Launch of Guide D	£2,000.00	£2,000.00	£0.00	£0.00
	Committee expenses	Committee expenses for travel etc	£0.00	£0.00	£50.00	£0.00
			£3,150.00	£3,150.00	£200.00	£1,000.00
Quarter 4 October - December						
Date	Activity type	Detail	Total expected cost	CIBSE funding request	CIBSE Allocated Funds	Sponsorship amount required
October TBC	Technical event	Birmingham venue required	£1,000.00	£1,000.00	£250.00	£750.00
November TBC	Technical event	Annual Seminar venue required.	£2,000.00	£1,250.00	£250.00	£1,750.00
			£3,000.00	£2,250.00	£500.00	£2,500.00

# 9. Standards and Regulations

Adam Scott





# **CIBSE Lifts Group**

## Codes and Standards Update

March 2025



# Codes & Standards - National

## National Matters

- **BS 5655-11/12 Code of practice for the undertaking of modifications to existing electric/hydraulic lifts:** to be combined into one document. Progressing well. DPC December 2025 with target publication July 2026.
- **BS 8486-11 Examination and test for lift conforming to BS EN ISO 8100-1:** This standard will be based on the format of BS 8486-3 with the technical requirements updated to align with ISO 8100-1.
- **BS 5655-6:** current thinking is the content of this standard is appropriately covered in other content such as Guide D and other lift standards. Revision process has therefore been paused. Standard may well be withdrawn.
- **BS 8486-10:** testing of evacuation lifts. Linked to publication of Part 76. Working draft developed, awaiting formal publication of Part 76.
- **BS 8899:** modification/modernization of fire-fighting and evacuation lifts will then follow
- **BS 9991:** now published!
- **BS 9999:** revision will follow once Part 76 available.
- **BS 8300:** under review currently controlled by B/559.



# Codes & Standards - General

- Trend to global standards continues – EN standards becoming ISO standards
- Legal framework driving scope focus – lift standards not commenting on building design
- Public comment process – BSI registration / track for updates
- Presumption of competence to use a standard
- *Shall / Should / May / Can*





# 10. Publicity and Social

Paul Clements



- 642 at the beginning of 2024.
- 875 at the end of 2024 (+35% Following).
- 30+ Posts throughout 2023.
- Regular posts planned for 2025.
- Further collaborations with Lift Industry News, LEIA Sharing Posts, News Articles, etc.



[liftsgroup@cibse.org](mailto:liftsgroup@cibse.org)

# 11. AOB / Date of next AGM

Tentatively 10 February 2026





# Updates on CLG Website

A screenshot of the CIBSE website's Lifts Group page. The page features a blue header with the CIBSE logo and navigation menus. The main content area is white with a blue sidebar on the left containing a navigation menu. The central text describes the group's purpose and lists members. A 'Related content' section on the right lists various documents and guides.

**CIBSE**

← Back To Special Interest Groups

Knowledge & Research | Membership & Registration | Training | Policy & Insight | What's On | Get Involved

## Lifts Group

**Lifts Group**

- Events
- Codes and Standards
- Learning Portal
- Lifts Group Committee
- Minutes of Past Meetings
- Contact the Lifts Group

The CIBSE Lifts Group is formed of members who have an interest in vertical transportation. The group meets regularly to promote technical standards, training and education, publications and various aspects of the industry.

We have regular seminars which are traditionally well attended and deal with specific topics.

The group, although formal in structure and operation, is a friendly meeting place for those interested in lifts and escalators and everybody with an interest in vertical transportation systems including:

- Manufacturers, Suppliers and Installers
- Building Owners and Operators
- Insurers
- Consultants
- Academics and Researchers
- Trade Press

As a member you will receive information on special visits, seminars and activities which are arranged by the Group or are of interest to the Group, keeping you up to date with industry and institutional activities. Members are encouraged to make attendance of the Group's AGM a priority.

As a body representing Building Services Engineers in all areas of building services engineering, the Institution's standing and, hence, that of the members, benefits from the willingness of members who give time and expertise to the committees and panels who run the Institution and formulate the views of the profession. By indicating an interest in the vertical transportation and a willingness to participate, members facilitate this process.

### Related content

- Content  
Codes and Standards →
- Knowledge  
Escalators and moving walks - Top Tips 4 (2015) →
- Knowledge  
CIBSE Guide  
Guide D: Transportation systems in buildings (2020) (pdf) →
- Knowledge  
CIBSE Guide  
GEEM Elevator & Escalator Micropedia, 6th Edition (Soft Cover) →



# Seminars

6 March 2025

Phil Pearson

# Seminar 1

“BS 9991 “



by Graham Barker,  
Partner, Vertical Transportation

**CUNDALL**

# Seminar 2

“Non-Proprietary Approach  
to Destination Control“



by Dr. Richard Peters,  
Owner, Peters Research

