



MINUTES OF A MEETING OF THE CONSULTATIVE COUNCIL Held on 12th October 2018 at CIBSE, Balham, London

Present & Signed the Register:

Paul Angus, Vince Arnold, Colin Ashford, Olu Babalola, Carla Bartholomew, Gary Bennett, Eleonora Brembilla, Jos Brownlie, Iain Carlile, Adrian Catchpole, Stanley Chow, Paddy Conaghan, Les Copeland, Tony Day, Graham Dodd, Reid Donovan, Andy Ford, Jonathan Gaunt, Dean Greer, Susan Hone-Brookes, Lynne Jack, Alex Logan, Kevin Kelly, Martin Liddament, Stephen Lisk, Maria Longo, Stuart MacPherson, Paul Martin, Nick Mead, Kevin Mitchell, Andrew More, Bobo Ng, Geoff Prudence, Andrew Saville, Austin Williamson, Darren Woolf

ASHRAE:

Sheila Hayter, President, Jeff Littleton, Executive Vice President

Apologies for Absence:

John Armstrong, Ashley Bateson, Carol Clark, Derek Clements-Croome, Laura Dunlop, John Field, David Fitzpatrick, Wally Gilder, Dave Green, Munis Hameed, David Hughes, Nigel Jess, Kayley Lockhead, Saverio Pasetto, Atif Rashid, Justin Thomas, Marian Trusson, Darren Warmington, Peter Wong

In Attendance:

Stephen Matthews, Desiree Blamey, Clare Bott, Carilyn Burman, Stuart Brown, Rowan Crowley, Julie Godefroy, Sara Kassam

WELCOME AND INTRODUCTION

Stephen Lisk opened the meeting and welcomed members and guests. In particular, he welcomed Sheila Hayter and Jeff Littleton from ASHRAE, and the Chairs of CIBSE overseas regions who would present reports later in the meeting. He referred to the CIBSE/ASHRAE Graduate of the Year event the previous evening, which had been a great success, and thanked the organising team. The Groups & Societies and RLC meetings held that morning had also been positive, as had the CIBSE/ASHRAE liaison meeting. He stressed the importance of Council input, particularly to the strategy discussions that would take place later in the meeting.

1 ASHRAE

- 1.2 Sheila Hayter addressed Council, and thanked CIBSE for its welcome. She referred to the importance of the CIBSE / ASHRAE relationship, and asked the question why volunteers gave their time to lead their organisations, and why people chose to attend the current meeting. She had chosen to be a leader within ASHRAE not only for personal reasons, but to benefit society and to help make the world a better place. She anticipated that CIBSE Council members would have similar aspirations, which was why CIBSE and ASHRAE had co-operated for so many years in their common cause. She believed the effort expended to develop and maintain the relationship had been well spent.
- 1.3 She went on to outline the challenges facing both organisations to improve the industry and the delivery of better buildings. CIBSE and ASHRAE had many similar focusses, and were well aligned in what they sought to provide to the industry and to their members. She was excited about existing joint working arrangements, including on publications and the Young Engineers awards, and the further opportunities that existed.

- 1.4 In response to questions, Sheila Hayter described the culture of volunteering in America, which was strong and began from a young age, with rewards from school onwards for engaging and benefiting your community. Recognition was important, since volunteers did not receive a material benefit, and this was well understood in America.
- 1.5 Regarding collaboration with other disciplines, Sheila Hayter confirmed that this was also an issue in America and efforts were being made to break down barriers and move on from silo thinking. Buildings would be a key part of the solution to energy issues, and whilst no-one had all the answers, there was an opportunity to be leaders by asking those questions and initiating dialogue. The industry needed to step forward and engage, and ensure it took a leadership role in finding solutions.
- 1.6 Regarding attitudes to climate change, this was a challenge in America, but she believed most people recognised that climate change was happening and that human activity was responsible and needed to be addressed. This was common at sub-national level, if not at national level, and at city and state level there were initiatives in hand.
- 1.7 Regarding potential competition for membership, she felt individuals had to find the professional route that supported their aspirations. Both CIBSE and ASHRAE had much to offer, and had different focusses as well as areas of collaboration. There were also opportunities for members to be engaged in both organisations.
- 1.8 Stephen Lisk suggested that CIBSE and ASHRAE were able to be honest on where they collaborated and where they competed, and he felt the positives greatly outweighed any negatives. He thanked Sheila Hayter for her attendance and contribution to the meeting.

2 MINUTES OF THE LAST MEETING

- 2.1 The Minutes of the Meeting held on 14th June 2018 were approved as a correct record.

3 UPDATE / RESPONSE TO ISSUES FROM PREVIOUS MEETINGS

Regional Liaison Committee

- 3.1 Lynne Jack reported on the meeting, which had considered a range of issues including the supply of students and engineers to the profession and engagement with them in the regions; the number of degree courses which appeared to be in decline with a drop in student numbers; how best to work with other organisations and take the opportunities to collaborate; the roll out of the Eventbrite system, which had some teething problems but overall was very positive; and apprenticeships and end-point assessment arrangements. She had been greatly impressed by the enthusiasm and commitment of the Region Chairs, and expressed her thanks for their engagement.

Societies & Groups

- 3.2 Kevin Kelly reported on the meeting, which was the second such meeting held since the format had been re-instated. It had been a useful meeting to allow common interests to be identified and problems to be tackled. A number of issues had been discussed, including the need to bring forward common governance arrangements for the six CIBSE Divisions (the Societies, ILEVE and now Patrons). The scope for collaboration between industry and universities had been discussed, and the opportunity for CIBSE to facilitate this. This might in due course feed in to the Technical Symposium, by encouraging the creation of more research that was of real relevance to the industry.

4 CIBSE STRATEGY

- 4.1 Stephen Lisk introduced the topic, explaining that the CIBSE Board had reviewed the 2020 Strategy Document and had concluded that the CIBSE Voice, Membership, Building Performance and Knowledge remained the key issues for the Institution. CIBSE's identity and reason for being had been considered, and it was acknowledged that it was important to have the input of Council at an early stage in the review process. He invited members to participate in Break-Out groups to consider each of the strategy topics.
- 4.2 Following the Break-Out sessions, group leaders summarised discussions. Regarding the CIBSE Voice, Nick Mead and Bobo Ng gave feedback, highlighting the range of issues addressed by the Institution. CIBSE need to communicate externally to government and others, and internally with its membership. Members needed to be empowered with knowledge to communicate with the industry and to make young engineers aware of the role of CIBSE and the importance of being involved. Social media was very important in addition to more traditional channels. Communication with schools was vital, as was communication with employers. Special interest groups were key, and many non-members of CIBSE were involved with them; this was an opportunity that should be exploited. The need to relate the work of CIBSE members to key global issues was stressed, and in particular the role of the discipline in energy and climate issues. These big issues were the key to engaging those outside the industry, rather than the detail of specific disciplines. CIBSE must make better use of media channels to promote the vital role of the discipline.
- 4.3 Vince Arnold introduced feedback from the membership group, which had discussed the need for current members at all levels to be ambassadors for the Institution. The potential of the digital world must be addressed, and ways of getting the message across to schools should be considered. Ways to make building services more exciting were needed, and the message of what the institution did had to be spread more widely. Engaging students and encouraging wider membership had been discussed, as well as addressing the many Group members who were not CIBSE members. CIBSE must consider why people should choose to be members, and promote the benefits and opportunities. The many soft skills that people could benefit from being involved in the Institution should be promoted to employers, whose support for volunteering was essential.
- 4.4 Tony Day introduced the Building Performance feedback. The issue was wider than only energy, including health, safety, wellbeing and the general quality of services. The expectations of clients, which were different from those in the industry, must be considered. CIBSE wanted to deliver best practice and to take the lead in that process; it was the central purpose of CIBSE, and the reputational issues for the industry and individuals were stressed. Adrian Catchpole outlined CIBSE's current activities, which were very wide-ranging as shown on its website. For the future, CIBSE needed to address the challenge for Building Services engineers to affecting changes within construction teams. CIBSE members could contribute greatly to the wider picture, but the status of Building Services engineers needed to be increased. Possibilities for this including legal requirements and status and the code of conduct were considered. The benefits of collaboration with like-minded professionals from other disciplines were also discussed.
- 4.5 Les Copeland reported on Knowledge discussions. Knowledge was at the core of CIBSE's activities, and the membership was the key source of this. CIBSE was and must be seen as the source of the best data and knowledge to support the industry. There were gaps, however, as the industry moved forward and with developments such as BIM. CIBSE needed to be quick to respond, and the role of the Journal in supporting knowledge had been discussed. The demand for knowledge to be kept up to date was a challenge, and the need to collaborate and work across disciplines had been highlighted. Turnover was important within groups and societies, and there was room for future thought pieces, as well as everyday knowledge that had rigour and supported current activity.
- 4.6 Stephen Lisk thanked members for their input, and invited further contributions outside the meeting.

5 OVERSEAS REGIONS

Australia and New Zealand Region

- 5.1 Paul Angus reported on ANZ region, noting its enormous geographical size which was handled through the operation of 8 chapters. The Region had been in existence for 30 years, and had established an advisory panel to consider what the future of the Region should be. The age and gender demographic needed to be addressed, and plans made for development. The region now had staff support, and had established a number of KPIs, particularly for communications, education and training and events.
- 5.2 Regarding communications, it was acknowledged that engagement with members needed to be improved, and an e-newsletter and podcasts had been established. There was a focus on the events within each chapter, and the website had been redeveloped to support the newsletter. Those running events had been encouraged to write articles, and use of the website had increased dramatically. The profile and brand of CIBSE in Australia was not high, and there was an opportunity to increase this. The development of podcasts, with high profile individuals providing these, had created much wider traction through additional networks. The region also contributed to Engineering Building magazine, which achieved much wider circulation.
- 5.3 Regarding education & training, the Region had formed an education sub-committee which operated electronically, was developing face to face training and had obtained CPD accreditation from CIBSE. This was also another way of generating revenue to support the region's work. Three courses had been established and more were planned.
- 5.4 Events across the 8 chapters continued once per month with attendance of up to 100. A number of region wide events were also run, with support from many companies in the industry for initiatives such as the Young Engineers Awards. A seminar series was also run every two years, covering major cities across Australia, and this was moving to an annual schedule.

Hong Kong

- 5.5 Stanley Chow reported from Hong Kong Region, having been Chair for 18 months. The region committee continued to operate successfully, with representatives from many sectors. An energetic YEN group also operated and provided links to universities, colleges and secondary schools, and some were also engaged as members of the main committee. The region had worked to strengthen interviewer engagement and recruitment with support from HQ, with interviewer training established to allow more effective recruitment in the Region. Membership in the region was strong with 2,750 members, and good recruitment activity. Joint membership with HKIE was very common amongst CIBSE members.
- 5.6 The Region had created more networking opportunities in support of the industry in Hong Kong, helping to enhance knowledge and co-operation with other disciplines. Social media was used to promote industry participation and Digital Engineering was being addressed. Seminars were run to enhance knowledge on best practice in such areas as high performance buildings and indoor air quality. The region also promoted HQ technical information and training news, with links shared widely on social media. The region had strong links to mainland China and facilitated regular contact between CIBSE and the Engineering Association in Mainland China. There were good links with the Shanghai Association of Science and Technology.
- 5.7 A wide range of Technical Activities were run, including the Hong Kong Joint Symposium, technical seminars, visits and training. The Society of Façade Engineers had established a Hong Kong branch, and co-operation was being planned for the future. The Region was also active in government consultation on the Building Energy Code and other areas.

Ireland

- 5.8 Paul Martin reported on CIBSE Ireland, which was celebrating its 50th Anniversary including such social events as the Golf Day which involved 28 teams. 800 had booked for the anniversary dinner, which was expected to be a great success.
- 5.9 The region had established the 1st CIBSE Ireland Awards, seeking consultancies and contractors to make submissions to establish the event. Three categories were being run, and thanks were expressed to Simon Owen of Yorkshire Region who had shared knowledge on the establishment of such an event.
- 5.10 Seminars had been established on NZEB Part L and F with CIBSE members giving talks, and nearly 500 had attended. The region had been involved in the RIAI conference, running a successful seminar. Regarding influencing, Hywel Davies had assisted with a successful visit to high level government officials. The region also worked to influence public consultations and raise its profile in key meetings. A guest issue of Building Services News had featured the Region in its 50th Anniversary year.
- 5.11 Key issues included BCAR, which needed to be resolved. YEN needed to be developed in the Region, as well as WiBSE. It was hoped to bring CIBSE courses to Ireland, and to become a more effective course provider. Student Guides were being developed, and it was hoped to bring HQ staff across for a membership evening. The region was also very pleased that Seamus Homan would be presented with the Silver medal of the Institution, as he had been a key contributor to the development and work of the region.

United Arab Emirates

- 5.12 Reid Donovan reported on the development of the UAE Region. He had been involved in CIBSE for many years, and had been based in UAE for 11 years. Dubai remained a very exciting city, and continued to develop extensively. The region had a full committee, although currently with two vacancies, and with a good range of background of members. The webmaster role was particularly important, and social media was the key platform for the region. It could be difficult to find people to commit time, although there was much to be gained by volunteering.
- 5.13 The region had 354 members and was seeking to grow quickly to over 400. YEN events were attracting student members, with membership surgeries added on to each event. Efforts were being made to expand the programme, with digital engineering and a focus on the future of the industry. A campaign was being run to raise awareness of CIBSE, as ASHRAE was often seen as the natural home. WiBSE had been a success in the region, with up to 150 attending events. SoPHE had appointed a new representative in the region, and was actively engaged, and links to universities were very important. Activities were also operating in the Abu Dhabi chapter.
- 5.14 The region was hoping to issue Dubai Design Guidelines and was in consultation with HQ over these. The Eventbrite system had been embraced and was working effectively for the region, with one person being appointed to manage the system and linking events to a calendar to avoid clashes. It was noted that construction trends in Dubai were weakening, and there was a big shift to infrastructure. There was also intense competition in the industry and there were signs of supply chain failure with companies going out of business and a rise in disputes.
- 5.15 Future markets for UAE industry were likely to include Saudi Arabia, with rollout of PPP being key. There were also some difficulties in relationships in the region, particular with Qatar and Kuwait, but Oman was developing and there was potential in Abu Dhabi. Much in the region was dependent on oil prices, which had the capacity to be very volatile.

6 CHIEF EXECUTIVE'S REPORT

- 6.1 Stephen Matthews introduced the report which was the second in the new format. He invited feedback as to whether it was useful, and if there were better ways to report and keep Council up to date. He felt the future for CIBSE was exciting, and referred to the passion shown at the Young Engineers' Awards the previous day, and during discussions at the current meeting.
- 6.2 He went on to outline the Visiting Speaker scheme, which was intended to enhance the Institution's technical events. It was felt that this had great potential to encourage the wider sharing of technical expertise.
- 6.3 He referred also to the new Member Services Team that was being created in the Membership department which aimed to improve the quality of support to Regions, Societies, Groups and Networks.
- 6.4 CIBSE Patrons had now become a sixth Society within CIBSE and it was hoped to engage better with the technical knowledge available in the industry. It was felt that there was huge potential in this new development.
- 6.5 It was noted that around 1,500 were registered for Build2Perform in November. It was hoped to increase this to 3,000 and all were asked to attend, and to encourage colleagues to register and attend the event.

7 NEW INITIATIVES

- 7.1 Carilyn Burman provided an update on Trailblazer End Point Assessments. CIBSE and other professional bodies were part of this process, and would assess apprentices at the end of their apprenticeships. CIBSE was recognised as End Point Assessor for the Technician Apprenticeship Consortium and was applying for two others. Any questions in this context should be directed to Carilyn Burman.

8 ANY OTHER BUSINESS

- 8.1 There was no other business.

9 DATE OF NEXT MEETING

- 9.1 The next meeting was scheduled for **Thursday 14th February 2019 at 1.30pm.**