



Annual Report 2017

CIBSE Annual report 2017
and financial statements



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What we do

Our charter:

The Chartered Institution of Building Services Engineers (CIBSE) is the professional engineering institution licensed by the Engineering Council that exists to:

1. Promote, for the benefit of the public in general, the art, science and practice of engineering services associated with the built environment and industrial processes, known as building services engineering; and,
2. Advance education and research in building services engineering, and disseminate the useful results of such research.

CIBSE supports building services engineers by accrediting courses of study in further and higher education, approving work based training programmes and providing routes to full professional registration and membership, including Chartered Engineer, Incorporated Engineer and Engineering Technician. Once qualified, building services engineers can access a range of CIBSE services, all focussed on maintaining and enhancing professional excellence throughout a career.

CIBSE is the standard setter and authority on building services engineering. It publishes guidance and codes, which are internationally recognised as authoritative, and sets the criteria for best practice in the profession.

The Institution speaks for the profession and is consulted by government on matters relating to construction, engineering and sustainability. It is represented on major bodies and organisations that govern construction and engineering occupations in the UK, Europe and worldwide.

President's message

In my Presidential Address last May I set out my pledge to embody the spirit and values of being a CIBSE member. I vowed to promote the positive message of the values we believe in, the professionalism we treasure and the aspiration of exchanging best practice among like-minded professionals worldwide.



Peter Y Wong

There are many projects around the world – a few of which I highlighted in my Presidential Address – that are recognised examples of CIBSE members' engineering skill. These projects demonstrate both our technical skills and, just as importantly, the 'art' of the building services engineering profession. What marks such projects out as extraordinary is not just the undoubtedly impressive engineering it took to create them, but the way that the core values of engineers – prestige, professionalism and public interest - were upheld throughout.

As a Chartered Institution, CIBSE helps to define and protect those values and principles of professionalism. We reach out to all engineers, from young practitioners early in their careers to global leaders, providing platforms to guide, influence, inspire and connect. The past year has seen our knowledge creation and dissemination activities grow, along with the

many virtual and face-to-face opportunities provided by our groups, societies, divisions and regions. CIBSE extended its reach significantly through its inaugural Build2Perform Live event, which took place last November in London. This flagship industry event brought together 1,400 visitors and 170 speakers to debate the greatest challenges and innovations of the building services sector.

The year also saw CIBSE lay firm foundations for the future, as its board established an inclusivity panel to advise on matters relating to diversity, equality and inclusion. This panel will help to raise awareness and drive action in CIBSE's work with both staff and the global membership.

In the UK the past year will sadly be remembered for the tragic fire at Grenfell Tower in London. This reminds us all that our mission to improve building performance is of the utmost importance and has continuing relevance. CIBSE members, including those from the Society of Façade Engineering (SFE), are playing a valuable role in contributing to efforts to extract key lessons from the tragedy. CIBSE champions building performance, and what more important performance characteristic can a building have than to be safe to occupy?

Fostering and promoting improvement of building performance remains CIBSE's primary strategic focus, with the twin aims of disseminating good practice and helping to equip our buildings and their occupants for future environmental challenges.

Building services engineering is a vital profession for the future wellbeing of people, cities and the planet as a whole. Our work helps to create and maintain the healthy, comfortable and productive places in which we live and work, today and into the future. Wherever we are working in the world, our rigorous science, trusted knowledge and creativity give us the capability to address environmental and business demands.

Our guidance on assessing the risk of overheating in new homes has been a significant contribution to the UK's growing body of knowledge on one environmental challenge facing our buildings. The design methodology has already been cited in the latest draft London Plan and has been noted by government, illustrating how CIBSE continues to guide policy debate as well as engineering practice.

CIBSE now represents 20,000 members and our global presence is established, as evidenced by the fact that our Australia and New Zealand region celebrated its

30th anniversary in 2017. Our members are spread across 100 countries, working in locations from Yorkshire to Chongqing.

Over the last year, we recorded a record output of new knowledge, with 21 additions to our online resource, the Knowledge Portal. The Knowledge Portal is one of our best assets, because it allows anyone who has an interest in CIBSE anywhere in the world to benefit from and contribute to CIBSE's wider knowledge offering. New titles on the Knowledge Portal included several for the Society of Light and Lighting (SLL) and five additions to the Digital Engineering Series, providing guidance on the application of digital technologies, including Building Information Modelling (BIM).

Digital engineering also provided the theme for a new division joining our line-up in 2017. The new Society of Digital Engineering provides a source of support in digital technology and processes in building services engineering and, like CIBSE's four established divisions, has an essential part to play in promoting excellence.

Across our groups, societies, divisions and regions thanks are due to our huge network of volunteers, who worked tirelessly on the many events and activities taking place over 2017, and also contributed to the programme for Build2Perform Live. We rely on everyone's help, hard work and support to make such events possible. CIBSE also recognises the efforts of its staff, who have helped our Institution to both improve its established services and develop new initiatives.

This annual report gives a summary of CIBSE's work over the past year and outlines just a few of the achievements. It also gives a glimpse of the activity to look out for in 2018.

Strategic themes

Theme 1: Improving building performance

CIBSE's primary function is to foster and promote improvement in the performance of our buildings. Building performance has an impact on the environment, the economy and people's lives - most of us spend more than 80% of our time in homes, offices, schools and other buildings. Around 40% of the UK's total carbon emissions are associated with its building stock, and the reduction of these emissions is central to lowering the UK's overall carbon footprint, forming a fundamental element of the policies driving national emissions reduction targets under the Climate Change Act.

The drive for carbon reduction must go hand in hand with many other aspects of building performance, which impact on user comfort and wellbeing, the surrounding community and client business priorities. Last June's tragedy at Grenfell Tower in London has highlighted the importance of this work and provides added impetus to the quest for improvement.

CIBSE is a champion of continuous improvement of building performance as a natural consequence of what it does day-to-day: accrediting courses, creating routes to professional registration, training, producing guides, setting standards and advising government and policy makers. All of this gives engineers and society at large a better understanding of the importance and practicalities of creating better performing buildings, to improve the UK's built environment.

Theme 2: Sharing engineering knowledge

The built environment is complex and constantly changing, and building services engineers need to keep abreast of the changes to deliver the best outcomes for clients and end users. By improving their skills and knowledge, building services engineers can help everyone to live and work in safer, healthier and more comfortable spaces, save on their energy bills, and minimise the environmental impact of buildings. This depends on access to up to date and accurate professional guidance on a range of topics.

CIBSE creates and publishes authoritative guidance on subjects of relevance across the industry, to help engineers keep up to date with best practice in technology and standards. CIBSE's Knowledge Portal makes this knowledge publicly available, and gives access to all our members as a benefit of their membership. The availability of CIBSE guidance through commercial information services extends access to the broader industry.

The whole industry benefits from understanding allied professions and the wider impact that technical developments, new standards and legislative changes have on the built environment. By advancing the education of engineers and keeping them at the forefront of building services research, wider society benefits from better buildings and improved building performance.

Theme 3: Membership

The building services profession forms a significant community, with the potential to make an impact on people, places and the planet. By having the widest possible pool of membership, CIBSE can ensure that building services professionals have access to the latest information and research, and are able to inform and influence the industry as a whole.

CIBSE relies on its members to help generate knowledge for industry and wider public benefit in a variety of specialisms, and across many areas of the world, to ensure that its scope has the greatest possible breadth and depth. The diversity of CIBSE's membership is important in reaching these goals. CIBSE's benefit to society at large is at its greatest when its knowledge is sourced from the full spectrum of people and professions.

CIBSE membership also recognises and accredits expertise, so that those who are competent can be widely and reliably recognised. In this way, CIBSE promotes good practice and ensures that the best engineers who value good building performance highly are given due prominence in the industry. CIBSE also places a high priority on recruiting international members, to ensure that these standards are spread globally, promoting the UK engineering industry abroad.

Elements Consulting.



Test of Time award winner British Land.



Theme 4: Growing CIBSE Services

CIBSE Services is a commercial organisation which functions to support the wider charitable aims of CIBSE by undertaking commercial services that adhere to the aims and ethos of the organisation. This offers support and association with the CIBSE brand to those who provide certification services, together with access to CIBSE knowledge through our training and certification activities.

Such work enables CIBSE to carry out wider charitable actions that are of benefit to society as a whole, such as running the CIBSE Technical Symposium at a cost that enables young engineers and those starting their careers to benefit from the knowledge it produces.

CIBSE Services also exists to raise the profile and status of building services engineering through the delivery of information, including training and certification, to provide a route for all suitable practitioners to deliver high quality outcomes in the areas in which they operate. Through its commercial work, CIBSE Services ensures that this information remains commercially viable, and thereby ensures its continued availability in the long term.



Top: Dr Marcella Ucci, at Build2Perform Live.
 Middle: Build2Perform Live.
 Bottom: Build2Perform Live Exhibition.

Theme 5: Raising awareness and driving our profile

To maximise the impact of the work CIBSE does, it is necessary to demonstrate building services engineering in its broadest sense to as diverse an audience as possible. Our monthly CIBSE Journal, the annual Building Performance Awards, the Technical Symposium and our new Build2Perform Live event all serve to raise wider public awareness of what we do and of the importance of building services engineering to wider society. We also raise awareness with policy makers through consultation responses and legislative enquiries and by participating in All Party Parliamentary Groups.

Ashley Bateson, at Build2Perform Live.



The public benefit of the research CIBSE carries out can be significant, but often the general public is unaware of the issues behind buildings and building performance. Raising awareness helps people to appreciate the benefits of supporting building services engineers in their careers and in their task of improving building performance.

Demonstrating the importance of good building performance, and the link with good building services engineers, reinforces the message that the success of the built environment is crucial to many areas in the public consciousness, from productivity to carbon emissions. Raising public awareness in this way helps to promote dissemination of CIBSE's research.

Improving building performance

Without building services and the engineers who design them, a building would be simply a dark, cold, empty shell. Services engineers have a critical role to play in ensuring that the buildings in which we live and work can be safe, comfortable, promote health and wellbeing and use natural resources efficiently. To keep engineers constantly up to date on the latest engineering, science, best practice technology and standards, CIBSE regularly produces and updates guidance on the practicalities and principles of better building performance.

Technical Memorandum (TM) 59 – Overheating

CIBSE launched a long-awaited method for assessing the risk of overheating in new homes, TM59: Design methodology for the assessment of overheating risk in homes. This is a highly significant publication; recent research findings suggest that as many as one in five homes in the UK becomes unacceptably hot in the summer, and one report suggests that in London the proportion could be as high as 80%. As our climate continues to change overheating will become a greater concern. CIBSE guidance will help to improve this aspect of the performance of new buildings.

Overheated homes pose a health risk: in the 2003 heatwave some 2,000 deaths in England and Wales were attributed to the high temperatures. In spite of this there has never been an agreed method for assessing which building designs are likely to overheat, or any standards to ensure homes are built to minimise overheating risk.

This new guidance is an important step forward, and has already been noted by both central government and the Greater London Authority, who cite it in the latest draft London Plan.

Digital Engineering Series

The CIBSE Digital Engineering (DE) Series has been produced to help the built environment supply chain tackle the practical challenges of digital engineering, and specifically of Building Information Modelling (BIM) processes. Adoption of digital information offers the prospect of passing as-built information through to those who own, operate and maintain buildings, enabling them to improve their performance through their life cycle.

In 2017 a further five titles were added to the series:

- DE4: Common data environments
- DE5: Asset information requirements
- DE6: Security requirements
- DE7: Organisation information requirements
- DE8: Project information requirements

In addition to the guidance several templates and other support files have been developed to support the Digital Engineering Series. These are available free to all users of the CIBSE website, as part of our commitment to supporting the adoption of digital engineering in the construction engineering sector.



Sharing engineering knowledge

Knowledge sharing is one of CIBSE's strategic roles in the industry. CIBSE serves the industry, its clients and wider society by developing and disseminating internationally recognised guidance and codes. This knowledge provides authoritative guidance for the design, installation and operation of engineering services in buildings.

Over 2017 there was a record output of new knowledge, with 21 new titles added to the Knowledge Portal, the online resource that delivers CIBSE guidance to members and other users. In 2017 we launched a further five titles in the Digital Engineering Series, providing detailed guidance on the application of digital technologies, including Building Information Modelling (BIM), in the engineering services sector. As well as the new online guides, a number of templates have been launched to support the adoption of digital tools by the sector.

Working through the Society of Light and Lighting (SLL), CIBSE publishes guidance on lighting. In 2017 several new titles were published for SLL, including guidance on lighting of stairs, the location of the largest single category of serious accidents in homes. CIBSE also published guidance on overheating in homes, another increasingly topical issue.



CIBSE Buildings for extreme environments.

In 2017 we published 21 titles, as below:

1. DE3T BIM Execution plan Templates (6 off): Pre-contract; Post-contract; Task Information Delivery Plan (TIDP); Level of Development matrix; Model Review Meeting Agenda & Model Review Meeting Minutes (January)
2. SoPHE Technical Bulletin TB 16-01: Domestic water demand assessment for pipe sizing (February)
3. LUNA project – loading units for water services (with CIBSE & Heriot Watt) (February)
4. Lighting Factfile 12: Lighting and Approved Document B (February)
5. LG0 Lighting Guide 0: Introduction to light and lighting (March)
6. DE4 Common data environments (March)
7. Circadian lighting literature review (by BRE) (March)
8. DE5 Asset information requirements (April)
9. DE5T Asset information requirements: Template (April)
10. Buildings in extreme environments: Tropical (April)
11. TM59 Methodology for the assessment of overheating in homes (April)
12. LG16 Lighting of stairs (June)
13. DE6 Security requirements (July)
14. DE7 Organisation information requirements (August)
15. DE7T Organisation information requirements: Templates (September)
16. LG15 Lighting Guide 15: Transport buildings (September)
17. DE8 Project information requirements (October)
18. DE8T Project information requirements: Template (October)
19. Building for extreme environments: Cold climates (November)
20. Guide to variable refrigerant flow (VRF) air conditioning (December)
21. KS21 Competency Y competency management systems for FMs (December)

This compares to 16 titles published in 2016, 12 in 2015 and 12 in 2014.

We currently have 55 publication projects approved by CIBSE's Knowledge Management Committee (KMC) for publication in the next 3 years.

Technical Symposium

The CIBSE Technical Symposium is an annual event that provides a valuable opportunity for professionals of all ages to learn about the latest energy performance innovations and research. CIBSE particularly encourages early career professionals to participate.

For the 2017 Symposium CIBSE joined with the American Society of Heating, Refrigerating and Air Conditioning Engineers (ASHRAE) to showcase the successful adoption of resilience in the design and operation of buildings. The theme, 'Delivering resilient high performance buildings', was inspired by the 2016/17 CIBSE and ASHRAE presidential themes, respectively, 'Improving performance' and 'Adapt today to shape tomorrow'.

Held at Loughborough University, the symposium featured more than 70 speakers delivering presentations on topics such as holistic design, resilient retrofitting techniques and wellbeing. Each year the symposium aims to set the agenda for the year to come and beyond. The 2017 event included the following highlights and insights:

- Ashley Bateson, partner at Hoare Lea, drew attention to the increasing client focus on health and wellbeing, driven by greater awareness of their links to productivity, corporate reputation and occupant satisfaction.
- Jonathan Atkinson, of Carbon Co-op, challenged the notion of the smart city, and urged the audience to consider a smart city as less of a top-down, planned approach and more of a collaborative, open-source system.
- Using CIBSE Guide A (2006) overheating criteria, overheating in the current climate was predicted to reach 18% of the annual occupied hours in bedrooms, and 12% in living areas.

Technical Journals

CIBSE publishes two technical journals: Building Services Engineering Research and Technology (BSER&T), and Lighting, Research & Technology (LR&T). These continue to go from strength to strength, with BSER&T now published six times a year and LR&T eight times per year, in response to demand from those submitting papers. These significantly increase the role of the Institution in disseminating research to a wide audience.

Papers published in 2017 included one by researchers at the University of Bath looking at building modelling, which was reported in The Times and The Telegraph, demonstrating the topicality and relevance of the journals.

CIBSE members continue to benefit from online access to both journals as a benefit of their membership.



KS21 Competency and competency management systems in facilities management.

Societies (Divisions)

CIBSE launched the Society of Digital Engineering (SDE) in 2017 – bringing to five the number of ‘Divisions’, as they are defined in the by-laws, which CIBSE now operates. These are commonly referred to as ‘the societies’:

- Society of Light and Lighting (SLL)
- Society of Public Health Engineers (SoPHE)
- Society of Façade Engineering (SFE)
- Society of Digital Engineering (SDE)
- Institute of Local Exhaust Ventilation Engineers (ILEVE)

Membership of the societies is open to all CIBSE members. Each society has its own membership, which is for those who can demonstrate specific engineering competences in the discipline of the society.

The Society of Light and Lighting (SLL)

SLL represents and embraces all who are interested in the art, science and engineering of light, lighting and its applications. The Society offers authoritative guidance, professional recognition and a range of learned society activities. The SLL is recognised worldwide as an authority on lighting and its applications.

Following the success of the Night of Heritage Light (NoHL) over the previous two years, SLL worked in association with Oxford University and the Oxford Curiosity Carnival to illuminate seven of Oxford’s iconic sites and run a ‘Pockets of Light outreach, delivering a series of lighting workshops to schools in Oxford and challenging the students aged 11-16 to come up with their own lighting designs for the quad of the Bodleian Library. Three winning designs were selected by a panel of judges, and then realised as part of the Night of Heritage Light.

The SLL Masterclass Series, now presented as the SLL Lighting Knowledge Series and entitled LightBytes, has been reformatted with each of the speakers delivering a bite-sized presentation for each of the four session topics; Design, Specify, Build and Future, with a guest speaker looking at digital engineering.

The Society exhibited at Light Middle East in October, promoting the Society in the UAE region and welcoming new members. For the second year running, the SLL hosted Ready Steady Light Middle East, alongside the exhibition organisers, Messe Frankfurt.

The Society exhibited at Lux Live in November, where the final of SLL Young Lighter of the Year 2017 was held, with the winner announced at the Lux Awards.

The Society of Public Health Engineers (SoPHE)

The Society runs a programme of events and activities for those specialising in public health engineering. These are offered in London and around the UK regions, as well as in UAE through the local branch.

SoPHE was involved in the first phase of the LUNA Project, a research project looking at the use of loading units in commercial buildings to determine required water supply. The Phase 1 report was published in 2017 and Phase 2 is now underway through a Knowledge Transfer Partnership between CIBSE and Heriot Watt University.

The Society has developed its first technical bulletin on loading units. This series seeks to deliver up-to-date guidance to practising public health engineers and is available from the CIBSE Knowledge Portal.

The SoPHE Graduate of the Year Award which focuses attention on the next generation of engineers was presented at the SoPHE Annual Dinner in November.

The Society of Façade Engineering (SFE)

The SFE was set up to bring people together in a forum to advance knowledge of façade engineering, promote good practice and ensure that today's increasingly complex building façades meet the many and varying requirements placed on them. Events in 2017 served to bear out the need for such knowledge and expertise.

The SFE was particularly active in the second half of 2017, in response to the Grenfell Tower fire. A working group on façade performance was set up to develop a detailed response to the Independent Review of Building Regulations and Fire Safety, led by Dame Judith Hackitt. The Grenfell Tower fire has brought this specialist discipline into the spotlight, and emphasised the importance of the Society in recognising competence in members, based on formal professional membership recognition requirements.

The Institute of Local Exhaust Ventilation Engineers (ILEVE)

ILEVE exists to recognise competence in the practical application of local exhaust ventilation and to raise awareness of the importance of good air quality and ventilation in workplaces.

The Institute's Competence Cards, which are issued to members as evidence of their peer assessed and evidence competence, provide a benchmark for LEV competence standards. ILEVE has worked with the HSE and other professional and trade bodies in the sector to raise awareness of the need for local exhaust ventilation to safeguard workplace health, and to promote the competence requirements.

There is also an ongoing effort to support engineers seeking to meet the competency requirements, to help move the industry's skills forward, and to spread knowledge about its expertise to other industries.

ILEVE exhibited and ran CPD sessions at the British Occupational Hygiene Society conference in February 2017, reaching out and raising awareness of specialist LEV systems and practitioners.

Night of heritage light - Radcliffe Observatory



Society of Digital Engineering

The Society of Digital Engineering (SDE) has been formed to provide a forum for those involved in digitising the built environment, either as designers, contractors, manufacturers, clients, facilities managers or software vendors. The SDE had its soft launch in September 2017, with its official launch taking place at Build2Perform Live in November. Already, SDE has more than 135 members, 40% of whom are new to CIBSE.

The Society has its own classes of membership and designatory (post-nominal) letters for those who are suitably qualified and experienced in digital engineering. Membership of the SDE will also provide affiliate grade membership of CIBSE for those who are not already CIBSE members, and CIBSE membership benefits, including access to the CIBSE Journal and Knowledge Portal.

Membership is open to all those involved in digital engineering, building information modelling (BIM), software for design and analysis of buildings, computer aided facilities management and other related activities.

The aims of the Society are:

- To provide professional recognition to digital engineers
- To give a route to CIBSE membership
- To give a route for digital engineers to achieve CEng status
- To provide best professional guidance
- To provide training programmes for professional development
- Speaking for and representing the profession
- Connecting the creators and users of digital information in the built environment.



Left: DE5 cover.
Middle: DE6 cover.
Right: DE7 cover.



Special interest groups

CIBSE has 18 special interest groups covering a range of topics. Participation in these is open to all with an interest in the topic, regardless of whether or not they are members. Through this mechanism, CIBSE engages with some 45,000 non-members with a specific interest in one or more of the topics covered by the following groups:

- | | |
|-----------------------------|--|
| 1. ASHRAE | 11. Homes for the Future |
| 2. Building Simulation | 12. HVAC Systems |
| 3. Chimneys and Flues | 13. Information Technology (IT) & Controls |
| 4. CHP and District Heating | 14. Intelligent Buildings |
| 5. Daylight | 15. Lifts |
| 6. Electrical Services | 16. Natural Ventilation |
| 7. Energy Performance | 17. Resilient Cities |
| 8. Facilities Management | 18. School Design |
| 9. Healthcare | |
| 10. Heritage | |

In 2017 a HVAC systems group was launched to encourage the efficient design, installation and operation of heating, ventilation and air conditioning systems.

The groups run a variety of technical activities and provide knowledge and information through a range of channels. The Natural Ventilation Group and the CIBSE ASHRAE Group provide regular newsletters to their members. The Natural Ventilation Group also provided articles for the CIBSE Journal and for the Journal of REHVA, the European Federation of HVAC Associations. The CIBSE ASHRAE Group also provides a regular programme of technical webinars involving speakers from around the world.

Other groups have contributed actively to the development of new CIBSE Guidance. The Homes Group completed a TM which provides guidance on good practice in the integration of building services into dwellings, including single family dwellings and apartments. They also contributed to the development of CIBSE TM59 on Overheating. The Facilities Management Group developed guidance on facilities management competences, KS21. The Resilient Cities Group ran a major workshop at the start of 2017 looking at the various aspects of resilience in urban settings. And the CHP and District Heating Group continues to contribute to the Code of Practice for District Heating and associated training and guidance. The CIBSE Lifts Group also run a programme of technical activity and maintain CIBSE Guide D, the Lifts Guide.

In 2017 the Healthcare and Schools Groups were relaunched with new committees to develop their respective programmes.

All of these Groups, together with the Building Simulation group, Heritage group and Young Energy Performance group contributed to the to Build2Perform Live programme, in November, providing speakers and developing content.

Finally, the CIBSE Heritage Group maintained a steady programme of meetings on heritage matters, allied to their ongoing work curating and collecting an unparalleled archive of information on historic building services installations, equipment and manufacturers. Much of this is accessible via their webpages.

Networks

Young Engineers Network (YEN)

The CIBSE Young Engineers Network is a global network of regional centres offering a forum and support network for young engineers within CIBSE.

Each centre consists of a committee, which organises technical and networking events in their local area. A centre can consist of young engineers who happen to live or work in that area or may be formed at a place of learning and consist of students.

The aims of YEN are to:

- Promote a positive and welcoming image
- Provide a platform for new thinking, novel approaches to design and knowledge exchange
- Ensure that young engineers engage more closely with our professional institution at an early stage in their careers

- Encourage a more diverse population to join the building services profession
- Establish a link with CIBSE Council
- Promote building services engineering to school and university students
- Guide young engineers towards a long term career in building services

In 2017 the YEN Global Conference was held in Dubai, with a four-day programme of visits to some of the major projects in the region, including the sustainable city of Masdar in Abu Dhabi, participation in the region's first technical conference on 'Sustainability in tall buildings', and the annual dinner of the CIBSE UAE region. This gave some 25 early career professionals first hand exposure to the challenges of building in the Gulf region.



Developing our membership

CIBSE is the leading professional body for the building services profession, with more than 20,000 members in more than 100 countries around the world.

CIBSE members are part of a network that offers professional support and expertise across the globe. They work in partnership with other professional bodies, construction and engineering firms worldwide to deliver engineering excellence in the built environment.

CIBSE provides members with:

- Unlimited access to the Knowledge Portal with digital access to all CIBSE guidance
- Subscription to the CIBSE Journal, CIBSE email newsletter, BSER&T and LR&T Journals
- Preferential rates on printed copies of publications from CIBSE and other publishers
- Extensive opportunities for professional development and networking

Regions

The Institution is organised on a regional basis. There are 16 regions in the UK and four overseas: in Ireland, Australia and New Zealand, Hong Kong and the United Arab Emirates (UAE), with CIBSE members in more than 100 countries outside the UK.

There are also Chapters in Canada, China (Shanghai and Chongqing), Qatar, Singapore and Sri Lanka.

The CIBSE regions in the UK and around the world continued to play a major role in the Institution during 2017. Each region is driven by a committee of dedicated volunteers, who aim to promote the intellectual welfare of members and improve understanding of building services engineering among other professions and society in general, by organising periodic meetings and other activities related to the built environment.

In March, the Australia and New Zealand (ANZ) region organised a series of half day seminars looking at the benefits and challenges of measuring, metering and managing energy use in buildings.

The ANZ region also celebrated their 30 year anniversary in 2017. The celebrations culminated in a cocktail function at Melbourne's Sea Life Aquarium, with local dignitaries attending along with CIBSE President, Peter Y Wong. The event also included the presentation of the student and young engineer awards.

The Yorkshire region held another very successful awards event in 2017. Almost 400 built environment professionals came together in November to celebrate with the shortlisted award nominees and category winners. The event is now firmly established as an industry highlight in the region and has helped to raise the profile of CIBSE in the area.

The 20 regions are:

- Australia & New Zealand
- East Anglia
- East Midlands
- Home Counties North East
- Home Counties North West
- Home Counties South East
- Home Counties South West
- Hong Kong
- Ireland
- Merseyside & North Wales
- North East
- North West
- Northern Ireland
- Scotland
- South Wales
- South West
- Southern
- United Arab Emirates
- West Midlands
- Yorkshire

Inclusivity Panel

In 2017 the CIBSE Board decided to form an Inclusivity Panel to advise and engage with the Board on:

- All matters relating to diversity, equality and inclusion - with a view to improving organisational awareness and performance in these areas among both staff and the global membership
- CIBSE's obligations under the Diversity in Engineering Concordat, by engaging with frameworks proposed by the Royal Academy of Engineering's Diversity and Inclusion team and, where beneficial, other professional institutions
- The prioritisation of inclusivity issues that have particular relevance to CIBSE, together with plans for addressing these issues.

The Panel made good progress in 2017 with an action plan for 2018 that includes the following key aims:

- Improve awareness and understanding of inclusivity and diversity across CIBSE, and embed these concepts within the Institution's strategic aims
- Improve the breadth and quality of data captured about staff's and members' 'protected characteristics'
- Increase the proportion of female members and registrants

Growing CIBSE Services

CIBSE Journal

2017 was another successful year for the CIBSE Journal, starting with the launch of a new design. As well as bringing the Journal up to date, with a more contemporary look and feel, the new design introduced a new Journal logo, which fits better with its online presence.

The Journal has continued to bring readers high-quality, in depth articles, reflecting the diversity of interests and specialisms of CIBSE membership. A notable example is the feature on the restoration of the Palace of Westminster, written with the CIBSE Heritage Group.

The magazine has also proved its credentials in handling changing news in a sensitive, informative and well-considered manner, with its coverage of the devastating Grenfell Tower fire and subsequent analysis of the response.

Across 2017 the magazine has featured interviews with a range of industry figureheads, including Max Fordham; Paul Flatt, CEO, Hurley Palmer Flatt; Andrew Swain-Smith, chair of building services at BDP; Debbie Hobbs, head of sustainability at Legal & General Investment Management; and Andy Wall, SES Engineering Services.

The magazine has continued to support CIBSE events and initiatives throughout the year, with coverage of the Building Performance Awards, Build2Perform Live, Digital Engineering Series, Young Engineers Awards, CIBSE Technical Symposium, and CIBSE Publications, as well as coverage of other groups and society events across the year.

During the year the Journal produced four supplements on: schools and education facilities; hotel and leisure facilities; commercial heating and a CPD directory guide.

Online, the CIBSE Journal website and jobs site have continued to support the print publication, with visitor numbers increasing steadily across the year.

www.cibsejournal.com

jobs.cibsejournal.com

Certification

During 2017 CIBSE Certification continued to certify the competence of energy professionals with more than 750 certified energy assessors for the purposes of the Energy Performance of Buildings Regulations, including 60 in Scotland* and more than 900 Low Carbon Consultants. We are now at the midpoint of the Energy Savings Opportunity Scheme (ESOS) cycle, and by December had registered more than 200 ESOS Lead Assessors.

In 2017, CIBSE Certification continuously worked to raise the profile of the scheme to reinforce the reputation of Low Carbon Consultants (LCCs) and Low Carbon Energy Assessors (LCEAs) for high quality, expert services.

For CIBSE Certification, the LCC Register is an important means of raising competence across the industry. Our UKAS accreditation to certify Energy Management Systems against ISO50001 means that CIBSE Certification can support companies operating Energy Management Systems, by providing third party verification that their systems are being operated in conformity with the Standard. In 2017 CIBSE Certification completed their application programme to extend this capability to certify Quality Management Systems in conformity with ISO9001. As part of their application for ISO14001, they carried out their first ISO14001 audit.

www.cibsecertification.co.uk



*Separate regulations apply in Scotland

Training

During 2017 CIBSE Training aligned the three main areas of its business, face to face/in-house, professional learning and online learning, delivering a joined up approach that will enable continued growth to meet demand from both members and the wider supply chain.

New e-learning modules released in 2017 include the online Digital Engineering Series, with development of soft skills modules following. A range of further modules is being researched and developed. The reintroduction of the face-to-face ESOS course was met positively, and CIBSE's new customer relationship management (CRM) system is proving increasingly effective in supporting the marketing of all areas of training, as well as facilitating improved service.

In-house training, where we take the course to the client, grew exponentially in 2017, with the average number of delegates increasing from seven to 12 by the end of the year. Organisations trained came from both the public and private sector.

Summary statistics for 2017:

- Face-to-face courses: 124
- In-house courses: 70
- Professional learning (Energy Assessor) courses: 49
- Total courses in 2017: 243, averaging 20 per month
- Delegates trained: 2187
- Online learning – 2874 active users

www.cibse.org/training

Knowledge Portal (KP)

The Knowledge Portal provides all CIBSE members with access to the full range of CIBSE guidance as a benefit of membership, allowing access to authoritative guidance online, anywhere and at any time. This gives members the reassurance that the services they provide to their clients can be based on current and up-to-date guidance – including the 21 new CIBSE titles added in 2017.

The portal also makes CIBSE's knowledge accessible to all, on payment. Revenue from the portal contributes to the maintenance and development of CIBSE's guidance, which includes:

- CIBSE Guides
- Application Manuals (AMs)
- Codes of Practice
- Lighting Guides
- Commissioning Codes
- Technical Memoranda (TMs)
- Knowledge Series

A wealth of other CIBSE content is only available on the KP, including case studies and research papers submitted to the various Technical Symposia.

www.cibse.org/knowledge



Raising awareness and driving our profile

A key priority for CIBSE throughout the year was to raise the public profile of the Institution, in order to support wider use of the Institution's knowledge and expertise to deliver better buildings and shape the debate around key issues in the building services sector.

Build2Perform Live (21-22 November 2017)

In its inaugural year, Build2Perform Live launched at London Olympia, where it welcomed 1400 visitors and 170 speakers and hosted 70 technical sessions. The event featured technical content from 10 CIBSE special interest groups, three CIBSE divisions, the Young Engineers Network (YEN), Build2Perform Live exhibitors, and speakers from across the industry.

Build2Perform Live is a free event that facilitates the sharing of CIBSE knowledge to the benefit of the wider built environment. It covered topics including lighting spaces, wellbeing, BIM and digital engineering, natural ventilation, facilities management, heritage buildings, combined heat and power (CHP) and district heating, energy efficiency, daylighting, building simulation, and design of housing.

Across the top streams, there was a consistent focus on providing specific building performance session takeaways, which attendees could apply in their work.

Build2Perform Live also hosted the launch of the CIBSE HVAC Systems special interest group, the Building Performance Awards shortlist celebration, the Society of Digital Engineering Hall of Fame and the launch of the 2018 CIBSE Green Infrastructure Design Challenge.

Philip Draper, Broadgate Estates, at Build2Perform Live.



Engaging with Government

CIBSE interacts with government and other external stakeholders, such as the Committee for Climate Change, Royal Academy of Engineering and the British Standards Institution, in policy and technical fields. We contribute to a number of government departments, including the Ministry of Housing, Communities and Local Government (MHCLG), and Department for Business, Energy and Industrial Strategy (BEIS). We also work with the Health and Safety Executive (HSE) on the occupational health strategy, with a particular focus on preventing occupational lung disease.

Our objective is to provide government with clear advice on the engineering options, opportunities and challenges relating to policy for the built environment, as well as the companies and engineers working in the sector and in its supply chain.

Through our focus on building performance, we seek to raise awareness in government of the impacts of policy on delivering buildings that perform effectively for the benefit of their users and the businesses that operate them.

We are actively participating in and contributing to the ongoing response to the Grenfell Tower fire. Staff and volunteers are contributing to several aspects of the ongoing work.

Strengthening the future of the industry

The UK has one of the longest and most vibrant histories of engineering in the world, and a long tradition of delivering engineering innovation, but its future depends on the ability to train new generations of engineers to fill the growing demand.

The next generation of young engineers also needs to be trained to strive for better building performance, and to value sustainability. CIBSE actively supports engineers starting their careers, encouraging young people into engineering

and assisting the growth of those already in the industry, as well as working to diversify the sector to reach untapped sources of talent.

Media relations

Working with public relations agency Ridgemoor PR, in 2017 CIBSE placed 24 feature articles in a variety of publications; including Property Journal, Public Sector Building, and Energy in Buildings and Industry. This year's highlights, where we achieved multiple features, included: the CIBSE Building Performance Award winners, celebrating best practice; digital and the launch of the Society of Digital Engineering; the Technical Symposium; and overheating in homes.

After the tragic events of the Grenfell Tower fire, Martin Kealy, who chairs the CIBSE Guide E: Fire Safety Engineering steering group and is a prominent fire engineer and CIBSE member, appeared briefly on the BBC 10 o'clock news, ITN and CNN on behalf of CIBSE. He observed that there was a need to understand the reasons for the speed of fire spread.

CIBSE website

Following the CIBSE website integration with CIBSE's new customer relationship management (CRM) system in 2016, the focus for 2017 shifted to improving the user experience across the site. Changes included the introduction of Google custom search to make it easier to find content on the site, smoother access to CIBSE's technical journals (BSER&T and LR&T) and an improved journey for users on logging in to the site. By the end of the year, nearly 28,000 users had registered with the website.

www.cibse.org

Social media

#Build2Perform

CIBSE #Build2Perform continues to be at the centre of the conversation about building performance. It brings together conversations across all CIBSE social media platforms, the CIBSE Journal and CIBSE's annual event Build2Perform Live, and is used by CIBSE and the industry to amplify messages about improving and optimising the performance of buildings.

#Build2Perform hosts seven podcasts on a range of subjects with members and industry figures. Highlights this year were an interview with Ant Wilson from AECOM on the occasion of the award of his MBE and his career journey, and Dr Anastasia Mylona, research manager at CIBSE, on CIBSE TM59: Design methodology for the assessment of overheating risk in homes, on the research behind the guidance.

www.soundcloud.com/build2perform

Twitter, LinkedIn

CIBSE's social media activity on Twitter and LinkedIn continued to grow in reach and engagement. Twitter followers grew by 12% and LinkedIn by 15% in 2017, providing the ability to reach more people with our publications, meetings, special interest groups, technical meetings, events and product offerings. Our social media channels are also becoming an important point for debate, amplification of issues and opportunity for engagement.

In addition to the CIBSE account, many CIBSE regions, special interest groups, divisions and networks host their own social media accounts, providing an even wider reach and impact.

www.twitter.com/cibse

www.cibse.org/linkedin

Facebook

At the end of 2017 CIBSE launched a Facebook presence to join our other social media platforms. The page was launched in direct response to member feedback through the Hong Kong region member survey and is building a presence alongside other CIBSE regions, special interest groups, and divisions, who are already using Facebook to engage with their audiences. Facebook also provides a commercial platform for our events, awards and training programmes.

www.facebook.com/cibse

Blog

The CIBSE #Build2Perform blog provided a view on more than 20 initiatives across the Institution, which received almost 48,000 views. The most popular blogs included:

- **Transforming a Slough waste-recycling centre using green infrastructure** – a review of the project that won the 2017 Green Infrastructure Design Challenge
- **Plan – Do – Check – Act** – ISO 5001 and the business opportunities associated with it
- **Gothic revival** – the radical refurbishment of New Court, part of Trinity College, Cambridge
- **Health warning** – the impact of indoor air quality on the comfort and well-being of students
- **The next step** – BIMHawk and where it fits into the BIM landscape

www.cibseblog.co.uk

Channel	2017	2016	2015
Facebook likes	224	-	-
Twitter followers	21,210	19,000	16,370
Blog views	47,950	53,359	24,337
LinkedIn group members	25,613	22,210	21,163
Podcast listens	2,483	1,100	0



Below: Trinity College, Cambridge. Above Right: Green Infrastructure Design Challenge winner.



Building services awards

Building Performance Awards (7 February 2017)

In 2017 the Building Performance Awards celebrated their tenth anniversary. The Awards reflect the crucial changes that have taken place over the last ten years, and are a leading event for those striving to deliver a better built environment. They recognise the individuals, teams and companies going above and beyond in their commitment to creating buildings that deliver comfort, efficiency and sustainability for their whole lifespan.

Judged by a diverse panel of experienced professionals from across the built environment supply chain, the awards require entrants to provide at least one year's operational performance data for buildings to demonstrate their achievements in delivering outstanding building performance.

The 2017 winners were announced at a dinner attended by more than 750 guests at the Grosvenor House Hotel, in London, on 7 February 2017. The University of Bradford's Department of Estates and Facilities won the overall prize of Building Performance Champion, in recognition of its tight-knit team, which demonstrated an admirable commitment to excellence. This was the second time the University of Bradford has been crowned the overall winner, after they won Client of the Year and Carbon Champion in 2012. The judges said: 'This entry was really exceptional and blew the others out of the water. They went far beyond where they needed and way above their institutional needs.'

To coincide with the 10th year, the 2017 Awards introduced a new Test of Time award to reflect the Awards' legacy and to reward continued high performance in a previous winner. The Award went to British Land.

www.cibse.org/bpa

FAÇADES 2017 (7 December 2017)

Organised by the Society of Façade Engineering, the annual Façade of the Year competition recognises and rewards excellence in façade design and engineering, and aims to draw attention to the importance of façades in modern architecture. The 2017 winners of the competition, which was launched in 2013, were announced at the Glass Supper on 7 December in London.

The UK division of Danish-based Ramboll won the Façade of the Year New Build for the Blavatnik Building, Switchhouse Extension of the Tate Modern, London. Octatube won the Refurbishment category for the new entrance at the Victoria & Albert Museum, London. The Outstanding Façade Innovation Award was given jointly to Bellapart and Arup Façade Engineering for their work on the new entrance for the Berkeley Hotel in London's Knightsbridge.

Green Infrastructure Design Challenge

Winner: Amey

The competition, run by CIBSE and the UKCIP's (UK Climate Impacts Programme) ARCC (Adaptation and Resilience in a Changing Climate) network, challenges companies to design buildings that demonstrate how green infrastructure can contribute to the wellbeing of occupants, improving indoor air quality and resilience to climate change. The winning design, from environmental services company, Amey, transformed a busy waste recycling centre in Slough into a green oasis.

The Happold Brilliant Award

Winner: MidKent College

The annual Happold Brilliant Award is presented by CIBSE to the university department judged to offer the best balanced accredited course in the discipline of building services engineering. The award was received by Kim Howes, lecturer in building services engineering, on behalf of MidKent College.

Ken Dale Travel Bursary

Winner: St John Townshend, graduate building services engineer at Hydrock Consultants

St John Townshend was awarded the 2017 Ken Dale Travel Bursary for his proposal to research air pollution in the built environment. His project looked at how people have responded to indoor air quality, and the methods of reducing indoor air pollutants. His trip took him across India, China, South Korea and Singapore.

The bursary is an annual award that offers young building services engineers the opportunity to experience technical, economic, environmental, social and political conditions in another country, and to examine how these impact on the practice of building services engineering.

CIBSE Gold Medals

Winners: Lou Bedocs and Geoffrey Brundrett

The CIBSE Gold Medal is the highest award that CIBSE bestows on an individual, and recognises a lifetime of excellence in building services engineering, and an exceptional contribution to the improvement of the profession.

Lou Bedocs was recognised for his contribution to the industry over his 53 year career in lighting. During that career he has been vice president of CIBSE and chairman of the Lighting Division (now SLL), been awarded two Leon Gaster Medals, has received the SLL Lighting Award, and is honorary president of the Lighting Industry Federation.

Geoffrey Brundrett received the award in recognition of his contribution to the industry at regional, national and international level across his 55 year career. He gained an international reputation for his contribution to the understanding and control of legionella – for which he received a CIBSE bronze medal in 1992.

Building Performance Awards winners.



President's Prize- The Undergraduate Award

(sponsored by Hays Building Services)

Winner: Patrick Tanner, London South Bank University

Patrick Tanner from London South Bank University won the 2017 CIBSE Undergraduate Award for his final year project, 'Investigation into potential CO₂ and energy savings due to specification of electrical cabling based on energy efficiency criteria'. A trophy was also awarded to London South Bank University in acknowledgement of its achievements.

The award, sponsored by Hays Building Services, has been running for more than 20 years and is designed to encourage students to develop their potential and aim for excellence. It is awarded to students in their final year of a building services course accredited by CIBSE, based on understanding and knowledge in building services engineering, science and design, as well as originality and high quality visual information. The award is the subject of an open competition and has an annual closing date.

Society of Light and Lighting (SLL)

Young Lighter of the Year Award (16 November 2017)

Winner: Matt Hanbury, Lightly Technology

The SLL Young Lighter of the Year Award is open to all lighters under the age of 30 and provides a unique platform to illustrate their knowledge and research on a lighting subject. It serves to encourage young lighters to develop their knowledge and to provide an incentive for the leading young practitioners to enhance their skills.

Matt Hanbury, founder of Lightly Technology, won the 2017 competition and the prize for Best Presented Paper with his presentation and paper 'Ultra-thin Surface Light Sources: Picking up where OLED stalled'.

Amir Nezamdoost won the Best Written Paper Award for his paper, 'A new manual blind use pattern for annual energy and daylight simulation'.

Society of Public Health Engineers (SoPHE)

Young Engineer of the Year Award

Winner: Alastair Hayden, Transport for London

The SoPHE Young Engineer Award challenges applicants, aged 18-35, to develop an engineering solution to a specified problem. The 2017 award was won by Alastair Hayden, a lead signalling communications engineer at Transport for London, for his design of a simple adaptor to aid water filtration. His entry impressed the judges for its thorough research and was considered an appropriate, scaleable and sustainable proposal.

This year the SoPHE worked with Engineers Without Borders and their partners Caminos de Aqua in Mexico for the award.

Young Engineers Awards (12 October 2017)

The 22nd Young Engineers Awards (YEA) were held on 12 October in London, with an audience of more than 150 drawn from the industry, and friends and family of the finalists. They were once again notable for the very high standard of entries as finalists highlighted the industry's young global talent, with entrants from Europe, America and Australia. The awards aligned with CIBSE President Peter Y Wong's Presidential Address, linking engineering to art, and highlighting the creativity of engineering.



CIBSE ASHRAE Graduate of the Year 2017

Winner: Raphael Amajuoyi, Hurley Palmer Flatt and Loughborough University.

The CIBSE Graduate of the Year prize at the Young Engineers Awards recognises excellence in the early stages of the engineer's career. The shortlisted finalists are among the best young engineers in the profession, and this award requires finalists to prove that they also have the best soft skills by delivering five minute presentations on a theme.

Raphael Amajuoyi delivered his presentation in response to the question, 'Is engineering an art, and should building services professionals be more creative in the way they approach projects?' His calm and collected presentation referenced Italian mathematician Fibonacci's sequence – which is seen in art, architecture and engineering, and demonstrated how BIM tools can help engineers to be creative in their projects.

CIBSE Employer of the Year Award 2017

Winner: InTandem Systems Ltd

The Employer of the Year awards recognise employers that have shown excellence and innovation in developing the engineers of the future. This year's overall prize was won by InTandem Systems Ltd, which also took the title in the Small Employer category. InTandem impressed the judges with their commitment to nurturing and retaining young talent.

The Large Employer of the Year category was won by Norman Disney and Young, and the winner in the Medium Employer of the Year category was Elementa Consulting.

Full list of award winners in 2017

CIBSE Gold Medals

- Lou Bedocs
- Geoffrey Brundrett

CIBSE Silver Medals

- Peter Kinsella
- Stuart MacPherson
- Paul Ruffles
- Colin Wilson

Bronze Medals for Service to the Region

- Stephen Goodhead – CIBSE Yorkshire
- Gerald Israel – CIBSE South Wales
- Chung Keung Mok – CIBSE Hong Kong
- Keith Maloney – CIBSE Merseyside & North West
- Michael Rhead – CIBSE North East
- Vincent Wing Chun Luk – CIBSE Hong Kong
- Brian Whitehead – CIBSE Merseyside & North West

Honorary Fellowship

- Andrew Saville
- Professor Pan Yonghua

Carter Bronze Medal

- Ian Knight

Napier Shaw Bronze Medal

- Dr Matthew Eames

The Happold Brilliant Award

- MidKent College

Ken Dale Travel Bursary

- St John Townshend

President's Prize: CIBSE Undergraduate Award

- Patrick Tanner

Society of Light and Lighting Young Lighter of the Year Award

- Matt Hanbury

Society of Public Health Engineers Young Engineer of the Year Award

- Alastair Hayden

Young Engineers Awards

- CIBSE ASHRAE Graduate of the Year: Raphael Amajuoyi
- CIBSE Employer of the Year: InTandem Systems Ltd

CIBSE Building Performance Awards

- Building Performance Champion/Facilities Management Team: University of Bradford's Low Carbon Estate – University of Bradford - Department of Estates and Facilities
- Test of Time: British Land
- Building Performance Consultancy of the Year (up to 100 employees): Elementa Consulting
- Building Performance Consultancy of the Year (101-1000 employees): Max Fordham
- Building Performance Consultancy of the Year (over 1000 employees): AECOM
- Building Performance Training Programme: BREEAM Associate – BRE Academy
- Collaborative Working Partnership Award: RNLI Porthdinllaen, Gwynedd – Hoare Lea
- Energy Management Initiative Award: Knowledge-based Energy Management of Swire Properties Hong Kong Portfolio – Swire Properties
- Energy Efficient Product or Innovation of the Year: Sentinel Kinetic Advance – Vent-Axia

- Energy Saving Product or Innovation of the Year:
Guru Pinpoint – Guru Systems
- Project of the Year - Commercial/Industrial:
Jaguar Land Rover Engine Manufacturing Centre (JLR EMC), Wolverhampton – Ove Arup & Partners
- Project of the Year - International:
DPR Net Positive Energy San Francisco Office, USA – Elementa Consulting, Member of Integral Group
- Project of the Year - Leisure:
Refurbishment of Main Kitchen of Fredericks Restaurant – TAG Catering Equipment
- Project of the Year - Public Use:
Keynsham Civic Centre – Max Fordham
- Project of the Year - Residential:
Tigh-na-Croit, Gorstan (nr Garve) – HLM

Alfred Leun (left), Geoffrey Brundrett (centre) - GOLD medal.



FAÇADES 2017 (Society of Façade Engineering)

- Façade of the Year New Build:
Ramboll – Blavatnik Building, Switchhouse Extension of the Tate Modern
- Façade of the Year Refurbishment:
Octatube – Victoria & Albert Museum entrance
- Outstanding Façade Innovation:
Bellapart and Arup Façade Engineering – Berkeley Hotel entrance

Green Infrastructure Design Challenge

- Amey

Lou Bedocs (left) - GOLD medal.



Plans for the future

Theme 1: Improving building performance

We will continue to drive improved performance of our built environment through a whole building life cycle approach to design, operation and maintenance. We will continue to showcase good practice through the CIBSE Journal, Awards and other communications.

As the reviews of industry practice in the wake of the Grenfell Tower disaster continue, CIBSE will support the work of the various enquiries in every appropriate way, seeking as far as humanly possible to eliminate the risk of such an event ever happening again.

Theme 2: Sharing engineering knowledge

We will lead by working with our members, and industry, to provide best practice knowledge, guidance and learning at point-of-use to continuously improve the performance of buildings and the communities they serve.

We will continue to review the means by which we make engineering knowledge and guidance available to our members, the wider industry and public, and maintain a wide ranging programme of knowledge development.

University of Bradford.



Theme 3: Developing our membership

Plans for future membership development are in place and include a number of initiatives to improve the current membership offering and support the future growth of membership. These initiatives include:

- Continued promotion of CIBSE membership to those participating in CIBSE special interest groups, and the advancement to professional membership grades for current affiliate members
- The development of an online process for membership applications. This will greatly improve the user experience for applicants and also deliver greater efficiencies to back office processes
- Becoming an end point assessor for the newly established, employer led, apprenticeship qualifications for building services. This important industry role will help CIBSE to ensure that high standards are protected and building services professionals qualifying through these routes are well supported in the future
- Improving inclusion and diversity within the CIBSE membership through the activities of the newly established Inclusivity Panel. One of the key aims of the Panel is to improve the number of CIBSE female members and registrants.

Theme 4: Growing CIBSE Services

We will support industry by developing resources that help to deliver comfortable, valuable and sustainable buildings; support technical excellence, business success and individual achievement; and provide best practice knowledge, guidance and learning.

CIBSE Services will grow and widen its products and services to support the objectives outlined above:

- Increasing the scope and range of its face-to-face and online training (learning and development)
- Increasing the uptake of current certification services and expanding the certification offer with new certification and accreditation services
- Generating new information, data and guidance
- Developing the digital skills of members and others in the industry to deliver efficient, accessible products and services for members and the industry.



DAVID-ANDERSEN

Financial accounts and summary

The Institution's Annual Accounts are presented to comply with the Charities Act 2011, its Royal Charter and By-Laws and to meet all applicable accounting standards including the Statement of Recommended Practice - Accounting and Reporting by Charities and the Financial Reporting Standard applicable in the UK and Republic of Ireland (Charities SORP FRS 102). Investments are shown at fair value and the Annual Accounts incorporate the assets, liabilities, income and expenditure of the Regions. The results of the Institution's commercial subsidiary CIBSE Services Ltd and The Chartered Institution of Building Services Engineers Hong Kong Ltd are incorporated into the Consolidated Accounts.

In 2017, total income decreased slightly to £6.9M, with lower investment income and slight drops in fees from charitable services and trading subsidiary income offsetting a modest rise in membership income. Total expenditure reduced by £143K, with savings in trading subsidiary costs and research outweighing increased expenditure in other areas. The Institution's expenditure reflects continued investment in the delivery of the Institution's strategic aims to develop and enhance the work of the Institution, and in the Institution's IT Strategy to ensure that maximum value can be delivered from the overhaul of its systems.

As a result, net expenditure before gains on investments reduced to £398K, a reduction of around £60K compared with the 2016 results.

Net gains on investments of £153K during the year reduced the net expenditure to £245K, although this was around £26K more than in the previous year due to very high levels of investment gains during 2016.

There was an actuarial gain on the defined benefit pension scheme of £180K, following a loss of £218k during 2016. The triennial valuation of the scheme carried out as of 1st April 2017 indicated that continued recovery plan funding was required, however, in spite of the positive results shown in the financial statements.

These movements resulted in a net decrease in funds of £65k to £2.644M in 2017, from £2.709m in 2016. This small decrease is attributable to investment and pension scheme gains cancelling out the bulk of the net expenditure before consideration of those items.

The cash balance increased to £738k from £336k in 2016, as a result of improved performance of the new CRM system allowing the prompt collection of membership subscriptions.

Reserves policy

The Institution has a reserves policy to maintain a level of funds that is sufficient to meet four months of payroll expenditure, any unplanned contingencies and to accommodate investment for new initiatives. The Board considers that the Institution's overall level of funds is sufficient for these purposes, but the free reserves of the Institution have reduced as a result of strategic investments in recent years. The intention of the Board is to rebuild free reserves to previous levels over time.

At the year end, the Institution held free reserves of £0.4m (2016: £0.6m), being the amount of funds available excluding restricted and designated funds, and less reserves held as tangible fixed assets.

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

Consolidated statement of financial activities for the year ended 31 December 2017

	Unrestricted funds £	Restricted funds £	Total 2017 £	Unrestricted funds £	Restricted funds £	Total 2016 £
INCOME FROM:						
Charitable activities						
Members' subscriptions	2,967,359	49,109	3,016,468	2,941,083	52,683	2,993,766
Fees receivable for charitable services	723,889	13,980	737,869	752,019	13,100	765,119
Other trading activities						
Trading subsidiary companies	3,092,052	-	3,092,052	3,141,437	-	3,141,437
Investments						
Investment income	62,468	-	62,468	90,338	-	90,338
Total income	6,845,768	63,089	6,908,857	6,924,877	65,783	6,990,660

	Unrestricted funds £	Restricted funds £	Total 2017 £	Unrestricted funds £	Restricted funds £	Restated Total 2016* £
EXPENDITURE ON:						
Raising funds						
Trading subsidiary companies	2,961,532	-	2,961,532	3,468,394	-	3,468,394
Charitable activities						
Membership	1,747,664	-	1,747,664	1,525,217	-	1,525,217
Publications	490,986	-	490,986	463,738	-	463,738
Technical	556,814	55,670	612,484	512,989	69,273	582,262
Regional & special interest groups	1,195,091	-	1,195,091	1,091,773	-	1,091,773
Research	298,741	-	298,741	318,193	-	318,193
Total expenditure	7,250,828	55,670	7,306,498	7,380,304	69,273	7,449,577

**It should be noted that the comparative 2016 figures are shown as restated, because the previously separate line for IT strategy expenditure has now been incorporated as appropriate across the main headings of the account.*

Consolidated statement of financial activities for the year ended 31 December 2017

	Unrestricted funds £	Restricted funds £	Total 2017 £	Unrestricted funds £	Restricted funds £	Restated Total 2016* £
Net (expenditure)/ income before gains on investment	(405,060)	7,419	(397,641)	(455,427)	(3,490)	(458,917)
Net gains on investment	152,906	-	152,906	240,053	-	240,053
Net (expenditure)/income	(252,154)	7,419	(244,735)	(215,374)	(3,490)	(218,864)
Other recognised losses						
Actuarial gain/(loss) on defined benefit pension scheme	180,000	-	180,000	(218,000)	-	(218,000)
Net movement in funds	(72,154)	7,419	(64,735)	(433,374)	(3,490)	(436,864)
Fund balances brought forward at 1 January 2017	2,621,591	87,409	2,709,000	3,054,965	90,899	3,145,864
Fund balances carried forward at 31 December 2017	2,549,437	94,828	2,644,265	2,621,591	87,409	2,709,000

Consolidated and Institution balance sheets as at 31 December 2017

	Group		The Institution	
	2017	2016	2017	2016
Fixed assets				
Intangible assets	-	-	-	-
Tangible assets	807,308	808,512	520,856	552,728
Investments	1,712,939	2,060,033	1,712,941	2,060,035
Total fixed assets	2,520,247	2,868,545	2,233,797	2,612,763
Current assets				
Stocks of publications	17,702	17,314	17,702	17,314
Debtors	2,919,779	3,554,520	2,780,933	3,057,556
Cash at bank and in hand	738,028	335,606	524,842	275,055
Total current assets	3,675,509	3,907,440	3,323,477	3,349,925
Liabilities				
Creditors: Amounts falling due within one year	(3,812,491)	(4,039,985)	(3,361,930)	(3,363,417)
Net current liabilities	(136,982)	(132,545)	(38,453)	(13,492)
Net assets excluding pension scheme asset	2,383,265	2,736,000	2,195,344	2,599,271
Defines benefit pension scheme asset/(liability)	261,000	(27,000)	261,000	(27,000)
Total net assets	2,644,265	2,709,000	2,456,344	2,572,271

Consolidated and Institution balance sheets as at 31 December 2017

	Group		The Institution	
	2017	2016	2017	2016
The funds of the charity				
Restricted Funds	94,828	87,409	94,828	87,409
Unrestricted funds				
General fund	1,237,001	1,426,022	1,049,080	1,289,293
Designated funds	1,312,436	1,195,569	1,312,436	1,195,569
Total charity funds	2,644,265	2,709,000	2,456,344	2,572,271

Members of the Board and Council

With effect from CIBSE AGM, 9 May 2017

President: Peter Y Wong
President-Elect: Stephen Lisk
Vice President: Paddy Conaghan
Vice President: Lynne Jack
Vice President: Kevin Kelly
Hon Treasurer: Stuart MacPherson
Immediate Past President: John Field

Elected Members of the Board

Ashley Bateson
Adrian Catchpole
Susan Hone-Brookes
Chris Jones (to 10th May 2017)
Kevin Mitchell

Co-Opted Members

Nick Mead
Andrew Saville

Chief Executive Officer

Stephen Matthews

Members of the Consultative Council

All Board members are also members of Council

Past Presidents

Nick Mead
Peter Kinsella

Elected Members

Colin Ashford
Eleanora Brembilla
Carol Clark
Tessa Guy
Geraldine O'Farrell
Cathie Simpson
Mariana Trusson

Co-Opted Members

Wally Gilder

Patrons Representative

David Fitzpatrick

Divisional Representatives

Richard Caple (SLL)
Steve Vaughan (SoPHE)
Graham Dodd (to September 17) Savario Passetto (SFE)
Les Copeland (SDE)
Jane Bastow (ILEVE)

Young Engineers Network

David Mather

WiBSE

Laura Dunlop

REHVA

Andy Ford/David Fisk

Fellows Network

Geoff Prudence

EC(UK) Board Rep

George Adams

Standing Committee Chairs

- Education Training and Membership: Vince Arnold
- Communication Committee: Mariana Trusson
- Technology Committee: Bryan Franklin
- Professional Conduct Committee: Adrian Catchpole
- Knowledge Management Committee: David Hughes
- Regional Liaison Committee: Stephen Lisk

Group Representatives

- ASHRAE: Stephen Gill
- Building Simulation: Hazim Awbi
- Chimneys & Flues: Jim Kinnibrugh
- CHP and District Heating: Phil Jones
- Daylight: John Mardaljevic
- Electrical Services: Tony Sung
- Energy Performance: Tadj Oreszczyn
- Facilities Management: Geoff Prudence
- Healthcare: Mark Walker
- Heritage: Neil Sturrock
- Homes for the Future: Ashley Bateson
- HVAC Systems: Tony Day
- Information Technology (IT) & Controls: Vacant
- Intelligent Buildings: Derek Clements-Croome
- Lifts: Len Halsey
- Natural Ventilation: Martin Liddament
- Resilient Cities: George Adams
- School Design: Andrew Wright

Regional Representatives

- ANZ: Paul Angus
- North West: Colin Lehane
- East Anglia: Jonathan Page
- Northern Ireland: Jonathan Grimshaw
- East Midlands: David Guzzetta
- Ireland: Paul Martin
- HCNE: Austin Williamson
- Scotland: Karen Warner
- South Wales: Justin Thomas
- HCNW: Rashmikant Patel
- HCSE: Richard Davies
- South West: Joshua Eckett
- HCSW: David Wigley
- Southern: Samantha Pope
- Hong Kong: Wai Yip Stanley Chow
- West Midlands: Lionel James
- Merseyside & North Wales: Sai Man Alfred Leung
- Yorkshire: Simon Owen
- North East: Philip Oliver
- UAE: Raef Hammoudeh

CIBSE AGM 2017.



Trustees' responsibilities

The Trustees are responsible for preparing the Trustees' report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England & Wales requires the Trustees to prepare financial statements for each financial year that give a true and fair view of the state of affairs of the Institution and the Group and of the incoming resources and application of resources of the Institution and the Group for that period. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Institution and the Group will continue in operation.

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the Institution's transactions and that disclose with reasonable accuracy at any time the financial position of the Institution and the Group and enable them to ensure that the financial statements comply with the Charities Act 2011. They are also responsible for safeguarding the assets of the Institution and the Group and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The Trustees are responsible for the maintenance and integrity of the corporate and financial information included on the Institution and the Group's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

Approved by the Board of Trustees and signed on its behalf by:



Peter Y Wong
President
22 March 2018

The Chartered Institution of Building Services Engineers

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Website: www.cibse.org

CIBSE is a registered charity: number 278104

