



## Steering Committee Meeting Minutes

**Date/Time:** 24<sup>th</sup> July 2019 18:00 – 19:30

**Location:** Room 105, WSP House, 70 Chancery Lane, London, WC2A 1AF

### Attendees:

Aadam Saheed	<b>AS</b>	Arup	Jennifer Elias	<b>JE</b>	Cundall
Angeliki Krania	<b>AK</b>	Cundall	Ryan Harris	<b>RH</b>	Fairheat
Alexandra Kalymniou	<b>AKA</b>	Arup	Hua Zhong	<b>HZ</b>	Nottingham Trent University
Nathan Jones	<b>NJ</b>	Kier	Roisin Sweeney	<b>RS</b>	CIBSE
Farah Husayni	<b>FH</b>	XCO2			

### Dial in:

Rossella Perniola	<b>RP</b>	Scotch Partners	Maria Gkonou	<b>MG</b>	Redrow Homes
Nita Barnor	<b>NB</b>	XCO2	Brogan Watkins	<b>BW</b>	Hoare Lea
Saadia Ansari	<b>SA</b>	Verco Global			

### Apologies/Distribution:

Konstantinos Tachtatzis	<b>KT</b>	GBE Services	Oliver Lockhart	<b>OL</b>	Hoare Lea
Khasha Mohammadian	<b>KM</b>	Willmott Dixon	Konstantinos Charalampidis	<b>KC</b>	Arup
Renata Molnarova	<b>RM</b>	WSP	Eleni Pyloudi	<b>EP</b>	XCO2
Alan Belton	<b>AB</b>	Nuaire	Tom Burton	<b>TB</b>	Fairheat
Nikos Goufas	<b>NG</b>				

### Agenda:

No.	Item	Comm. member	Timeframe
1	<b>Attendance</b> Reminder that all Committee Members are expected to attend all committee meetings (excepting leave etc.)	<b>NJ</b>	
2	<b>Committee update</b> <ul style="list-style-type: none"> <li>Introduction of Brogan Watkins, new committee member from Cardiff</li> <li>New committee members picture &amp; like/dislike for the website</li> </ul>	<b>NJ/RP</b> <b>FH/HZ to send to RP</b>	<b>28<sup>th</sup> July</b>
3	<b>CBN 3 (heat pumps)</b> <ul style="list-style-type: none"> <li>7th August at Saint Gobain Centre; Nuaire sponsoring.</li> <li>CIBSE to post marketing email</li> </ul> Post meeting note: now live on Eventbrite: <a href="https://www.eventbrite.co.uk/e/the-future-of-heat-pumps-tickets-65240875214">https://www.eventbrite.co.uk/e/the-future-of-heat-pumps-tickets-65240875214</a>	<b>RS</b>	



# CIBSE Young Energy Performance Group


4	<p><b>CBN 4</b></p> <ul style="list-style-type: none"> <li>Subgroup formed: OL, JE, SA, RP, AS, AB</li> <li>Date to be confirmed, likely start of September; possibly after EPG committee meeting? Or 4th/5th September</li> <li>OL &amp; JE to line up speakers, currently looking at 1 speaker from Hoare Lea (possibly Darren Coppins); Robert Cohen from Verco, Brendan Rouse or other from LandSec - to be confirmed. Potential to be a joint event with CIBSE Building Sim Group</li> <li>Venue and Sponsor to be lined up</li> </ul>	<p><i>OL, JE, SA, RP, AS, AB</i></p>	<p><b>7<sup>th</sup> August</b></p>
5	<p><b>CIBSE Groups Update</b></p> <ul style="list-style-type: none"> <li>From 1st April 2020 YEPG to have separate budget. Amount to be confirmed but might be £2000ish</li> </ul>	<p><b>Note</b></p>	
6	<p><b>Committee Social</b></p> <ul style="list-style-type: none"> <li>Doodle poll to be sent around</li> <li>Ideas for venues and activities to be sent around</li> </ul>	<p><i>NJ</i> <i>All</i></p>	<p><b>28<sup>th</sup> July</b></p>
7	<p><b>CBN 2 – District Heat networks (review)</b></p> <ul style="list-style-type: none"> <li>Good event, well organised and well run, however there was some feedback that the event topics were too generalised and not specific enough</li> <li>3 speakers: lessons learned from Swedish networks, acceptance testing &amp; commissioning, Pinnacle Power</li> <li>Some challenging questions from LETI about the appropriateness of CHP, however technology agnostic networks were a clear winner from the night.</li> <li>Advice for next time: check speakers presentations and brief ahead of time and provide stricter guidelines on topics, which should help prevent overrun and ensure valuable night</li> <li>Great work to the committee (RH, EH, TB, KM, NJ)!!</li> <li>NJ to prepare carbon bite. Will be issued to YEPG committee for review and then to EPG for review and publishing</li> <li>CPD certificates not yet received, RS to check with Julian in member services at CIBSE</li> </ul>	<p><i>NJ</i> <i>RS</i></p>	<p><b>4<sup>th</sup> August</b> <b>28<sup>th</sup> July</b></p>
8	<p><b>Events portfolio update, proposing 3 streams of events for next/this year:</b></p> <ul style="list-style-type: none"> <li>Volunteering and collaborations (e.g. with universities, STEM outreach)</li> <li>Tech events &amp; CPDs</li> <li>Conversation &amp; debate style events and discussions</li> </ul>	<p><i>AA/AB</i></p>	
9	<p><b>Autumn Games</b></p> <ul style="list-style-type: none"> <li>Overview: generally rounds of games led by committee members</li> <li>Prizes (e.g. technical guides, wine)</li> <li>Could be a collaboration with other groups (acoustics? YEN?)</li> </ul> <p>All to consider venue suggestion and games suggestion for discussion in August</p> <p>Sub group to be set up in August</p>	<p><i>All</i> <b>Note</b></p>	<p><b>End of August</b></p>



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10	<p><b>Building Tours update:</b></p> <ul style="list-style-type: none"> <li>• LSB CEREB: NJ to organise, but must take place outside summer holidays</li> <li>• North London Energy from Waste: NJ to organise outside of hot weather</li> <li>• SkyGarden (20 Fenchurch): will need to be a weekday mid-afternoon, however the tour was very popular last time, AB to organise</li> <li>• Sutton Passivhaus Secondary School. PC this month, so tour will need to be after handover</li> </ul>	<p><i>NJ</i></p> <p><i>NJ</i></p> <p><i>AB</i></p> <p><i>KM</i></p>	<p><i>End of August</i></p> <p><i>End of August</i></p> <p><i>End of August</i></p> <p><i>TBC</i></p>
11	<p><b>GDPR Update:</b></p> <ul style="list-style-type: none"> <li>• Old members personal details and previous attendee lists have been deleted from Google Drive.</li> <li>• Compliance information sent to CIBSE</li> </ul>	<p><i>Note</i></p>	
12	<p><b>Login details:</b></p> <ul style="list-style-type: none"> <li>• CIBSE are migrating to Microsoft 365 in coming months, and will have a space for each group's files. Migration to 365/Microsoft Teams to be discussed at next meeting</li> <li>• Social media details to be updated and sent around next month</li> <li>• Periscope details and method to be investigated and sent around to CBNs 3 and 4 teams</li> </ul>	<p><i>TBC</i></p> <p><i>TBC</i></p> <p><i>NB</i></p>	<p><i>TBC</i></p> <p><i>TBC</i></p> <p><i>7<sup>th</sup> August</i></p>
13	<p><b>Regions update</b></p> <p>East Midlands (Hua Zhong)</p> <ul style="list-style-type: none"> <li>○ 10<sup>th</sup> Sept boat trip with YEN East Midlands, followed by talk on heat pumps (spaces still available – only 1½ hour from London!) <a href="https://www.eventbrite.co.uk/e/cibse-east-midlands-cruising-down-the-river-tickets-66123740889">https://www.eventbrite.co.uk/e/cibse-east-midlands-cruising-down-the-river-tickets-66123740889</a></li> <li>○ Hua advised Nottingham Trent University, is part of a network of universities with strong building services focus (Loughborough, Leicester, Nottingham, NT)</li> <li>○ Opportunity to book lecture rooms at NT university and invite lecturers to speak</li> </ul> <p>South West (Saadia Ansari)</p> <ul style="list-style-type: none"> <li>○ Looking to set up an industrial CPD with a speaker from Verco. Shortage of second speaker, suggesting a possible industrial building tour (e.g. brewery, dairy etc). Good contacts in Arla through Verco</li> <li>○ Potential for car factory tours. SA to send RS an email for contacts in industrial buildings</li> <li>○ SA and BW to touch base about combined South West/Wales events</li> </ul>	<p><i>Note</i></p> <p><i>SA</i></p> <p><i>SA/BW</i></p>	<p><i>TBC</i></p>
14	<p><b>Next Meeting</b></p> <p>Doodle to go around. End of August, right before CBN 4</p>		



15	<p><b>Consultations</b></p> <ul style="list-style-type: none"> <li>CIBSE IAQ 2nd August and Net Zero 8th August (individual members to send comments) <a href="https://www.cibse.org/News-and-Policy/Policy/Consultations/Current-Consultations/Draft-guideline-on-Indoor-air-quality-at-home">https://www.cibse.org/News-and-Policy/Policy/Consultations/Current-Consultations/Draft-guideline-on-Indoor-air-quality-at-home</a></li> <li>EV Charging 7th October (responses to be sent to JE to develop Committee-wide response) <a href="https://www.gov.uk/government/consultations/electric-vehicle-chargepoints-in-residential-and-non-residential-buildings">https://www.gov.uk/government/consultations/electric-vehicle-chargepoints-in-residential-and-non-residential-buildings</a></li> <li>Future consultations to be managed by JE as standing minutes item</li> </ul> <p>Note CIBSE consultations update:</p> <ul style="list-style-type: none"> <li>Part L consultation is underway at a workshopping level and a public consultation will be open by the end of the year.</li> <li>CIBSE are currently preparing a statement on the 'climate emergency' which she will forward to the EPG for comment. The draft plan is available online here: <a href="https://www.cibse.org/news-and-policy/policy/net-zero-target-%E2%80%93-theuk%E2%80%99s-contribution-to-stoppin">https://www.cibse.org/news-and-policy/policy/net-zero-target-%E2%80%93-theuk%E2%80%99s-contribution-to-stoppin</a></li> </ul>	<p>All All/JE</p>	
16	<p><b>Build2Perform</b></p> <ul style="list-style-type: none"> <li>YEPG not been invited to speak? SA to check with colleague on the committee, or Sara Kassam at CIBSE</li> <li>NJ to discuss with EPG if they require support or potential speakers for B2P 26<sup>th</sup> and 27<sup>th</sup> November</li> </ul>	<p>SA NJ</p>	<p><i>End of August</i> <i>End of August</i></p>
17	<p><b>AOB</b></p> <ul style="list-style-type: none"> <li>Verco hiring in Horsham</li> <li>Buro Happold hiring in London</li> <li>it was noted that Farah@xco2.com was not being issued minutes, check to be undertaken to ensure all members are captured.</li> <li>WhatsApp Group can be joined using link or code below: <a href="https://protect-eu.mimecast.com/s/mg3dCjR3MciR1wEtWeB3N">https://protect-eu.mimecast.com/s/mg3dCjR3MciR1wEtWeB3N</a></li> </ul>  <ul style="list-style-type: none"> <li><b>PMN:</b> One item on the agenda that was missed off of the agenda was an update from the EPG AGM, none of the YEPG's current committee members could attend this, but Lucy Pemble gave an update on our recent and future activity. A copy of the EPG AGM minutes is attached to these minutes for the committee's perusal.</li> </ul>		



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18	<p><b>CIBSE Update</b></p> <ul style="list-style-type: none"><li>• Young Engineer Award entries close 1st August</li><li>• Database &amp; membership tidy up, deletion of YEPG members without contact details. Membership numbers may reduce due to out of date lists.</li><li>• Inclusivity Guidance and terminology to be sent around in coming month, everyone to read and follow.</li><li>• There is also a survey out currently by CIBSE on diversity and inclusivity, so if you have time please fill this out. <a href="https://cibse.survey.fm/cibse-diversity-inclusivity-survey">https://cibse.survey.fm/cibse-diversity-inclusivity-survey</a></li><li>• People whom want to be added to the mailing list are to be added by sending their details to <a href="mailto:groups@cibse.org">groups@cibse.org</a></li></ul> <p>THANKS! For all your hard work ☺</p>		
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