INTRODUCTION

It is certainly true that time flies when you are enjoying yourself and certainly I find it hard to think that we are looking forward to the June Council meeting already - February seems like only yesterday! As I reflect on what I should include in this Report, what is clear is that the sheer number of activities and the Institution’s increasing profile is so very encouraging. I hope you will get a flavour of this as you read this report. We continue to strive to ensure members are at the heart of the Institution and positively encourage dialogue and discussion – this is so important in a vibrant organisation.

International President: Our AGM on the 8th May and the Presidential Address at the Royal Society went off very smoothly and Peter Kinsella is our new International President, there is a very important message to the 30% of our membership who reside outside the UK. In his Presidential Address Peter called for global response to global challenges – his full address is available on the web page www.cibse.org I predicted there would be a big impact on CIBSE’s profile in Australia, for example, and already we can see that. Peter is visiting New Zealand and celebrating the centenary of IPENZ this month – the challenge there is how do we work together and raise the profile and importance of building service engineers. It also has been clear that with Peter being in Melbourne we shall have to do many things differently; our Immediate Past President and President Elect have shouldered the responsibility of supporting Peter and I believe this triumvirate will make the Institution stronger. I am sure we shall make Peter’s year a great success.

Membership: There is a comprehensive membership report attached but the headlines are good, CIBSE remains as one of the two growing Professional Engineering Institutions (PEIs); we appear to be stable at over 21,000 members and our median age is lower compared to our peers. One of the larger PEIs is suggesting that around 25% of its CEngs are due to reach the age of 65 within the next 7 years and have calculated the significant effect on subscription income; I don’t think I need to say more. Internally, the membership department continues to drive forward, the team is starting to really mature and the results are evident. We are focused on apprenticeships and Eng Tech; for many years this has been a difficult problem to crack but with the UK Government saying it is a priority and some PEIs working together and some Gatsby seed funding, I hope good progress will be made.

International Visits: In March, George Adams, Carilyn Clements and I visited New Delhi at ISHRAEs invitation, to visit ACREX and meet various groups. The visit was an outstanding success as it “opened our eyes” to the engineering challenge that is ahead if we are to participate in the region. I am pleased to say we now have a CIBSE New Delhi “Chapter”; links were made on this visit to the Indian Government, Universities, Students and many others. The next step is to identify the most suitable model to grow CIBSE influence and impact in such a huge continent with 1.2 billion people. The question I keep asking myself; as engineers in the developed world what is our responsibility to our fellow engineers in the developing world? En route to Melbourne, Peter and Carilyn recently made a visit to Dubai & Qatar – there was excellent progress made and again we are seeing membership growth in the region.
Cumberland Lodge: Our now traditional May Board Meeting and Away Day were held at Cumberland Lodge in Windsor Great Park. This event has two aims, firstly to get the Board and senior staff to gel and consider an issue of importance to inform and encourage debate. The issue considered was simply “What should CIBSE’s strategic direction be in the next three years, 2015-18?”; well the debate was excellent and we were ably supported by our Society Chairs and representatives from WIBSE and YEN. There was some excellent work and we have yet to distil all the excellent outputs. What sparked the debate is that our Strategic Plan, while almost faultless in its approach, it does not inform our Operational Plan too well nor indeed set the priorities for the Institution. My mantra is “what does a successful CIBSE look like?” taking as read increasing membership, sound financial footing and promoting knowledge and raising the profile of the profession. For example, do we believe CIBSE should be the natural home of engineering in the built environment? If so, you can derive a number of strategic goals that need to be achieved if we are to succeed in our aim. I hope this sort of question can be raised at Council for your input at some stage.

Technical Symposium: I must say a huge thank you to CIBSE Ireland for hosting our fourth Technical Symposium in Dublin – “Moving to a New World of Building Systems Performance” - hosted by the Dublin Institute of Technology, co-badged by ASHRAE with a significant ASHRAE presence, led by their President, Bill Bahnfleth. The standards just get higher; the content, participation, the socialising and networking – if you were not in Dublin please try to get to UCL next year, 15-17 April. It really is a great event. We are thinking about trying to further develop the Technical Symposium model – if you have any thoughts or suggestions we would be pleased to hear from you.

Premises: The Board have directed a small group to investigate the feasibility of developing the current Balham site for a more appropriate HQ and establishing if it is possible to fund this work by using part of the site for residential development. The work is in two strands, 1) to identify the Requirement in terms of function and capacity and 2) affordability and financial impact. In the meantime we continue to engage with other interested parties to see if there are any other feasible options to create a modern and appropriate CIBSE HQ in a central location.

Staff: The last three months has continued to be one of staff change. Having welcomed our new Director of Marketing, almost as quickly we said goodbye. We have now promoted Lucinda Waits to be our Head of Marketing and I am sure Lucinda will be a great success. We have appointed a new Head of Sustainability, Sara Kassam, who is currently the Sustainability Manager at University of East London; we look forward to welcoming Sara shortly. Finally, we are now advertising for the new post of Technical Manager to support Hywel and we have just recruited a Technical Coordinator; both posts will reinforce the Technical Department. I am sure we wish them all every success in the future.

IT Project Update: It is also worth highlighting our progress on the three-year IT Project, our new Content Management System (CMS) has now gone live, I hope you like it. It has not been straightforward and we have had a number of snags but overall we are very pleased with the result; I must give a big vote of thanks to the staff and Hart Square, our IT consultants, for all their hard work. We have now embarked on the next stage of the Customer Relationship Management (CRM) software and have now selected our preferred suppliers from a relatively large field. We are currently on track but the timelines are tight. The real benefit is ahead as we harmonise circa 17 websites and deliver effective business processes - that’s the aim.

Building Performance Awards: We enjoyed a most successful night at the Grosvenor House Hotel. We have enjoyed huge plaudits and positive comment. Thank you to all those who supported the night, date for your diary next year is 10 February 2015.
Construction Industry Council: I am sure we are all delighted that George Adams has been appointed the Chair of the CIC Green Construction Panel. CIBSE is also represented by Andy Ford who is Deputy Chair of the CIC Diversity Panel.

Council: You will see from the agenda we are seeking your views to engage better with Council; since the governance change almost a decade ago we have sought to get better engagement with a “consultative” Council. Your views and opinions do really matter to us and I would ask that you give some thought on how we can improve and achieve more with such an important cross-section of the Institution.

Review of Engineering Skills: All engineers operating in UK should be aware of the significant skill gap that is being predicted by various bodies, Engineering UK, Royal Academy of Engineering and the Engineering Council. While the precise figures are quite variable the demand for engineers of all types and hue is very evident. I commend Prof John Perkins Report – Review of Engineering Skills, Nov 2013. The Professional Engineering Committee, of which I am a member, is committed to provide a central focus and action on this crucial problem.

Conclusion: I can’t promise this report is completely comprehensive but I hope you will get a flavour of the events within CIBSE, especially in the Appendices. I should also highlight another new event “Leadership in Building Performance” Conference and Exhibition at the Queen Elizabeth II Centre London, 28-29 October. We have a commercial partner, Step Ex, and already we are very positive about the event. This is all part of our theme in developing the Building Performance Awards and simply getting buildings to perform – should be an easy task I guess…..! As always there are significant threats and challenges but if we can work together for the common cause then all things are possible at CIBSE.

Appendices:
- Membership Report
- Technical Report
- CIBSE Services Report
- Financial & Support Services Report
- Marketing Report
MEMBERSHIP

Membership
CIBSE Membership continues to grow and we have now reached over 21000 members. However it is the time of year where some members have decided not to renew and we continue to remind these members of the benefits they will no longer have access to if they do not renew.

Trailblazers

Following an announcement in 20132 to reform apprenticeships where the Richard Review found that there were key areas of the existing apprenticeship programme where significant improvements could be made to make it more rigorous and responsive to the needs of employers. BIS published a reform programme in October 2013 where the measures aim to:

• Increase the quality of Apprenticeships. An apprentice will need to demonstrate their competence through rigorous and synoptic assessment. This will focus on the end of the Apprenticeship to ensure that the apprentice is ready to progress.

• Put employers in the driving seat. In future, Apprenticeships will be based on standards designed by employers.

• Simplify the system. The new employer-designed standards will be short and easy to understand. They will describe the skills and knowledge that an individual needs to be fully competent in an occupation.

• Give employers purchasing power. Another key element of the reform programme is the routing of government funding for the external training of apprentices via their employers, to empower business to drive up the quality and relevance of such training.

What are Trailblazers? These are significant reforms to Apprenticeships and it will take time to move from the existing programme to the new approach. To support this transformation BIS originally established eight Trailblazers – groups of employers working together to design new Apprenticeship standards for occupations in their sectors, and moving quickly to develop examples of the new system working in practice. The phase 1 Trailblazers have successfully created models of effective practice and provide a strong basis for full implementation of the reforms. Phase 2 of trailblazers is now underway and CIBSE are currently liaising with Balfour Beatty who are leading a Construction Management Trailblazer with other employers and professional bodies. A trailblazer standard is being developed and led by Tony Ellender, Talent Development Manager, Balfour Beattie. Timescales to produce the required documentation are tight and CIBSE are keen to support Tony and others to ensure this trailblazer comes to fruition.
University Technical Colleges

CIBSE visited the University Technical College in Manchester in April. To better understand the work and links that can be made with Industry and Professional Bodies. We will also be proactively getting in touch with other UTC’s focusing on the built environment and hopefully link though to CIBSE YEN and CIBSE Patrons.

University technical colleges (UTCs) are government-funded schools that offer 14–18 year olds a great deal more than traditional schools. They teach students technical and scientific subjects in a whole new way and are educating the inventors, engineers, scientists and technicians of tomorrow.

UTCs integrate technical, practical and academic learning and create an environment where students can thrive and develop the abilities that industry needs. To do this, a UTC:

- focuses on one or two technical specialisms
- works with employers and a local university to develop and deliver their curriculum
- provides essential academic education and relates this to the technical specialisms
- has the latest equipment and technology used by industry
- dedicates at least 40% of time to the technical specialism including design and building, working in teams and problem solving.

UTC’s specialise in subjects where there us a shortage of skills and there are a number of UTC’s focusing on the built environment which CIBSE will hopefully be engaging with over the coming year.

By working with a university and local employers, UTC students benefit from access to:

- the latest research, industry experts and specialist facilities
- real-life employer projects that stretch their technical skills and creative thinking
- teaching and mentoring from specialists who currently work in industry.

UTCs are smaller than traditional secondary schools. They are not academically selective and charge no fees.

UTCs typically have 600 students, are sub regional and have a catchment area that may extend across a number of local authorities.

Although UTC’s students won’t necessarily feed directly into CIBSE membership on completion of their course we see it as an important step to make a link with these students and provide information to both them and their parents on the industry and employment opportunities as well as an understanding of professional registration.
Regions

CIBSE ANZ attended and exhibited the ARBS exhibition in Melbourne held on 20-22 May 2014 to promote CIBSE and encourage those working in the building services sector to join CIBSE as members. The membership and marketing department worked closely with ANZ to develop a membership flyer tailored to the Australian and New Zealand market which helps to better explain routes to membership for those based in these countries as well as those already in membership with Engineers Australia and IPENZ. www.arbs.com.au

During May, Peter Kinsella, CIBSE president visited Qatar during May to sign a memorandum of understanding with the Qatar Green Building Council. The agreement aims to focus on joint activities and collaboration on joint programs such as events, seminars, publications and educational materials amongst others as well as develop outreach activities on sustainability in the built environment and participate in research projects. CIBSE’s country representative, Peter Carew will be further discussing opportunities to collaborate with the QGBC going forward.

Peter Kinsella also attended the UAE Annual Dinner held on 22nd May where over 80 people were in attendance. The UAE has over 250 members and has recently set up a committee led by Chair Carl McKenzie, Director, Healthcare at AECOM and Vice Chair ChewPieng Ryan, Group Director at Buro Happold. The committee has been committed to providing members in the region with technical events and have already successfully organized a number of evening seminars with around 40 members in attendance.

Peter Kinsella also met with the British University in Dubai and Herriot Watt Campus in Dubai to see how CIBSE can develop relationships with the universities locally. The universities were keen to receive CIBSE accreditation for their courses.

All regions around the world are currently holding their AGM’s and a number of members will stand down from serving as committee members. CIBSE would like to thank all those who are continuing to serve on regional committees as well as those who have recently stood down, for the time and efforts that they have put in to develop and serve their local regional committee.

Regional Volunteers Day 2014

The CIBSE Regional Volunteers day aims to bring together regional committee members in order to share ideas and best practice within the regions as well as understand the strategies and development areas led by HQ. It also aims to provide information on where HQ can help the regions develop links with schools, colleges, universities and companies as well as helping members locally upgrade their membership. This was first held in December 2013 and we are looking to hold this event again in December 2014 the date will be confirmed shortly and invitations issued.

Facilities Management Show

CIBSE will be having a small exhibition stand at the Facilities management show 17-19 June at Excel, London. Led by Geoff Prudence and the CIBSE FM Group the membership team will be supporting the event and holding membership sessions with those interested in joining or progressing their membership as well as signing up to the FM Group. http://www.facilitiesshow.com/
CPD Audit

A random selection of CIBSE members have not been contacted to submit their CPD records for 2013 as part of the Annual CPD Audit. As part of CIBSE’s code of conduct members are required to maintain their professional competence.

Members have until 11th June to submit their records and the CPD Panel will then be reviewing and providing feedback to those that have been audited.

Membership progression

CIBSE continues to support members who are looking to progress their membership and gain professional registration. Membership briefing sessions are being held in London during June and continue to be held around the country.

Interviewers and members outside the UK support those looking to progress and sessions have been held in UAE, and Australia as well as Hong
TECHNICAL

Technical Policy
The Technical team supports technical activities across the Institution, and also manages our interactions with government and other external stakeholders in policy and technical fields. This includes engagement with the Departments of Energy and Climate Change (which incorporates the Energy Efficiency Deployment Office), Communities and Local Government and Business, Innovation and Skills, and with bodies such as the Education Funding Agency, OFGEM and Green Deal delivery bodies.


Support continues for CIBSE Certification, both for the Green Deal, the forthcoming Energy Savings Opportunity Scheme and to address the inadequacies in implementation of the Energy Performance of Buildings Regulations. In all our interactions with government and external agencies we are always looking to identify opportunities for Certification and the wider services team to develop existing services and identify new business streams. The technical team also supports the ongoing development of the Knowledge Portal and the Knowledge Management Committee, the Technology Committee and CIBSE BIM Steering Group – in order to provide technical advice, define the market and add value to CIBSE membership.

Current Policy Topics

Building Information Modelling (BIM)
The BIM Implementation Strategy seeks to fundamentally reform public sector procurement, with significant, far reaching impacts on the construction sector as a whole and the building services sector, including CIBSE and other industry bodies, our members and the companies that employ them in particular. The BIM Strategy is one of only three or four industrial strategies that currently enjoy high level and strategic ministerial support and engagement at the Department of Business, Innovation and Skills, who have a clear agenda and determination to reform the construction sector.

CIBSE is leading the C8 consortium, an inter-institutional collaboration on BIM, funded by the Technology Strategy Board (TSB), to develop a digital Plan of Work and a national classification system to complete the tools required to implement the government policy of requiring Level 2 BIM for all central government procured contracts from 2016.

The CIBSE BIM Steering Group continues to provide a forum for all interested elements of the Institution and the services sector to consider the impact and implications of the BIM Strategy. The Group is leading the development of the CIBSE Product Data Templates, which are discussed in greater detail in the June Journal and BIM Supplement.

BIMtalk, a website on BIM, has been established in association with BSRIA, the Landscape Institute and the Institution of Structural Engineers, is a valuable source of information and signposting to the members on matters relating to BIM, as well as a tangible and growing demonstration of CIBSE collaborating with other partners in doing this. Interest is already being shown by other organisations in joining the initiative, in particular RIBA and the BIFM, along with the other members of the C8 consortium.
Building Regulations 2013
The latest amendments to the Building Regulations came into force in April 2014. The only significant change to the regulations is the new fabric energy efficiency calculation for new homes. The emissions targets are increased by 6% for dwellings and 8% for non domestic buildings. Officials have consistently insisted that the 2016 zero carbon target stands and that the requirements of the recast Energy Performance of Buildings Directive, for nearly zero energy buildings from 2020, will be met.

The Queen’s Speech on 4th June announced further that Legislation will be introduced to “ensure that new homes are built to a zero carbon standard from 2016, which will reduce carbon emissions and reduce household energy bills.” The policy brief published with the Queen’s Speech confirms that this will be achieved using Allowable Solutions. With further details still to emerge, this will continue to require CIBSE input for the foreseeable future.

It is notable that the Speech also contains the statement that “we want Britain to be a country that is energy independent and in control of its future, and not reliant on foreign countries for oil and gas.” This is perhaps the most robust statement on energy security seen for some time, and marks a clear change of policy emphasis. Emissions reduction is still important, but it is not the primary driver that it was under the previous administration.

Energy Efficiency Directive (EED)
The Energy Efficiency Directive was agreed in June 2012, published in November 2012, and requires member states to introduce various measures to promote energy efficiency. The most significant aspect for CIBSE is Article 8, energy audits, which will require some additional energy auditing activity. CIBSE has been actively involved in the ongoing discussions with officials about implementation, and it is likely that this will recognize the existing schemes for energy assessors and Green Deal Assessors. Final announcements are due in the week beginning 26th June.

Minimum Energy Performance Standards
Minimum Energy Performance Standards are due to be introduced in 2016 for rented homes, and in April 2018 for rented non-domestic buildings. They will limit the letting of F and G rated buildings which have not undergone appropriate energy efficiency measures, and it is proposed that they be based on Energy Performance Certificate (EPCs where they exist, which is proving to be a key issue). CIBSE is actively involved in the working group convened by DECC and the British Property Federation to develop the proposals.

A formal consultation exercise has been awaited for some time, and there has been some concern about the delay in issuing this. As a result CIBSE wrote to the Prime Minister and relevant Departments setting out the case for implementing this policy and the potential benefits to the economy. A further announcement is awaited. It is notable that the policy briefing for the Queen’s Speech uses the term minimum energy performance standard when referring to the proposed changes in to Building Regulations to deliver zero carbon homes: “The Government would set a minimum energy performance standard through the building regulations.” This may be significant, and preface a change of policy on this topic.

TECHNICAL NETWORKS
The Technical Networks include the Societies, Specialist Interest Groups and Young Engineers Network. The Society of Light and Lighting, Public Health Engineers and Façade Engineering and the Institute of Local Exhaust Ventilation Engineers are formal Divisions of CIBSE, their members are all CIBSE Members and pay a modest additional subscription.

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The 17 Specialist Interest Groups cover topics ranging from day-lighting and lifts to controls and electrical services. Participation is open to all, members or not, with an interest in the topic. Highlights for each Division and for the Groups as a whole are described below.

The Society of Light and Lighting (SLL)
- John Aston is the new President of the Society, and Liz Peck is President-Elect.
- The 2013-2014 Masterclass series, “Quality UP, Energy DOWN” attracted 379 attendees over the 8 venues, the 2nd highest attendee number since 2006. The Masterclass series, which has run for 10 years, is being reviewed by a task group including the President, President Elect, a number of members of SLL Council contributing to the process. The review will inform the format and future of the series from autumn 2014 onwards.
- Membership continues steadily to grow and the Society is actively promoting membership of both SLL and CIBSE. Membership currently stands at 2,598.
- The Society is reviewing partnering options with the European Physical Society (EPS) and the Institute of Physics (IoP) for the International Year of Light 2015, for the “Artificial Lighting at Night” (ALAN) 3 day conference at De Montfort University in September 2014 and the CIE 28th Sessional meeting in Manchester in 2015.
- LG13, Places of Religious Assembly has been published and it is expected that LG10 Daylight will be the next lighting guide to be issued.
- Young Lighter of the Year Award 2014 attracted 9 entries. The shortlist has been announced.
- Upcoming events include the joint SLL/Institute of Acoustics Casting Light on Sound and the LR&T Symposium in June and July respectively.

The Society of Public Health Engineers
- Current membership is 236 (185 in June 2013). 59 Industrial Associates (companies) support its work, representing a growth of 13 Associates since last June
- Holds regular technical meetings in London and the North West
- The 2014 SoPHE Young Engineers Award is now open for entries

The Society of Façade Engineering
- Has 425 members (269 in June 2013), with a third based outside the UK
- Holds regular technical events
- Organised a new prize in 2013 to promote the Society and drive membership
- Provides speakers at UK and overseas events to promote the Society.

Institute of Local Exhaust Ventilation Engineers (ILEVE)
- Membership now stands at 148 (also 148 in June 2013).
- A series of technical and membership meetings is being held to promote the work of ILEVE to its members and potential members.
- ILEVE is in discussions about working in partnership with the Institute of Occupational Safety and Health (IOSH)

Special Interest Groups
- Have approximately 140k separate Group memberships. This figure represents a total of 37,000 unique individuals across all Groups
- Some 24,000 of these individual Group participants are not currently in CIBSE membership, about two-thirds of the total number of Group members, and therefore offer a significant potential for new members
- 9,000 CIBSE members do not belong to any Special Interest Group
- The largest Groups are ASHRAE (14K), CHP-DH (15K), Daylight (12K), Electrical Services (14K) and Energy Performance (17K). These five Groups alone have 21,000 non-CIBSE members
Approximately one quarter of all Group participants are non-UK based

Young Engineers’ Network (YEN)
YEN provides a means for newer entrants and younger practitioners in building services to share knowledge and network. YEN is organised into 13 regional centres in the UK and overseas, which work with the regional committee. A national network of centre chairs co-ordinate, share best practice and exchange ideas between the different regional centres. The regional chairs and vice chairs met in Dublin after the Technical Symposium for a biannual meeting to share ideas for the further development of the network.

- The Network now has approximately 7,000 members. CIBSE members under 30 will now be automatically enrolled in YEN.
- Over a third of YEN members are outside the UK.
- YEN Centres recently launched include East Midlands and West Midlands
- A number of areas where YEN is in development include: Southern, HCSE, N Ireland, ROI, South Wales and UAE

Technical Symposium
The 2014 Technical Symposium was held on 3rd - 4th April at Dublin Institute of Technology. A record number of attendees enjoyed the varied two-day programme and very good feedback was received both from the delegates and ASHRAE who co-badged the event. The delegate fees were once again kept accessible due to the kind support of sponsors Rinnai and Medem, and Future Cities Catapult.

The fifth Symposium will be held at UCL on 16th-17th April 2015 and the call for abstracts will be out later this month. Council members are encouraged to mark the date in their diaries.

Current CIBSE research activities
CIBSE is currently sponsoring two research projects, which are also receiving funding from EPSRC or the Technology Strategy Board, and has just completed an EU funded project.

The urban climate: an integrated approach to building performance and urban design.
Engineering Doctorate in association with UCL
Research Associate: Dane Virk
Supervisors: Prof Mike Davies, UCL and Dr Anastasia Mylona, CIBSE

The project aims to evaluate how urban climates affect the built environment and in turn, how changes to land use and building design affect the urban environment. Research outputs will contribute to new design guidance for CIBSE members.

Achievements to date:
Dane successfully completed his contribution to chapter 2 of Guide A by revising the section on Urban Heat Islands. He also passed his two-year viva in October 2013, with complementary comments from both examiners. He is currently developing new guidance on Urban Heat Islands to be published by CIBSE and also working on the revision of the DSYs.

Review, testing and CFD modelling of fuel cell micro CHP technology for residential and commercial buildings.
CIBSE/St Andrews Knowledge Transfer Partnership
Research Associate: Alem Tesfai
Supervisors: Prof John Irvine, St Andrews University and Dr Anastasia Mylona, CIBSE
The project aims to review the micro CHP systems available in the market, including their technological and financial benefits in comparison to the conventional grid power supply systems. It will scope the possibility of installing fuel cell based micro-CHP system at CIBSE HQ in order to experimentally test the system and compare results with modelled system performance. The project will also analyse the viability of the fuel cell and micro CHP technology by reviewing its efficiency, maintenance and cost effectiveness. Research outputs will contribute to new design guidance for CIBSE members.

Achievements to date:
Alem is currently developing the case studies to be included in CIBSE guidance and is negotiating the free installation of a Fuel Cell system at CIBSE HQ.

**iSERV: Inspection of HVAC Systems through continuous monitoring and benchmarking**
Funded by Intelligent Energy – Europe (IEE)

iServ is a recently concluded project looking at the use of continuous monitoring as an alternative to physical inspections of services plant. CIBSE was a partner in the project, in which our role was to contribute to the promotion of the project’s outputs to CIBSE members, and offer a direct dissemination route of the knowledge in the form of professional guidance and information campaigns. Specific tasks included:
- Promotion of project knowledge and online application throughout the CIBSE network of building professionals
- Engage end users in providing feedback on the project online application
- Publication of project material in a printed or electronic form and their dissemination through newsletters and CIBSE Journal to its more than 20,000 membership.
- Organisation of project meetings, events and seminars.

CIBSE ran the final project workshop in London in April. Outputs from the project are likely to be available for inclusion in CIBSE guidance in due course.
CIBSE SERVICES REPORT

CIBSE Certification

The financial report for the end of March 2014 showed that the forecast contribution was £10,000 behind the budget. The usual end of financial year spend on lodgement credits does not seem to have happened this year. The IES/CIBSE roadshows for 2013 Part L are being used to encourage EPC assessors using IES to transfer to CIBSE. It is too early to gauge the success of this. We are continuing to get transfer enquiries from one scheme in particular.

Green Deal

It continues to look likely that the Green Deal Report will be able to be used to meet ESOS obligations, and BRE have issued an improved version of the Green Deal Tool. The outcome of this may be a renewed interest in becoming a Green Deal Advisor.

ISO 17024 extension to scope

The extension to scope was confirmed in January and we are now “officially” able to certify individuals as competent Green Deal Advisors. The absence of any software beyond the SBEM tool, the lack of funding and the lack of promotion from DECC means that we are still having difficulty selling this.

Building Regulations 2013

We are partnering with IES to deliver Building Regulations update training and assessment and taking the opportunity to promote ourselves with IES customers. The events ran through April and May and began on 10th April.

Training and Events

Mid-Career College

Although January public course sales were down by approximately 22%, sales picked up in February and increased by 56% in March, bringing public course sales to £102,930 for Q1, which is a 9% increase on last year. For the beginning of Q2 public courses have continued to perform well, with a 32% increase on sales for April. For May and June we are in a healthy position with 33% of the sales we need to match last year confirmed in May and 29% confirmed in June.

In total MCC ran 22 public courses in Q1, with 189 delegates in attendance at an average of 9 delegates per course. The most engaged course for Q1 was ‘Mechanical Services Explained’, 3 day course, at 16 delegates, which also generated the greatest revenue for Q1. Looking at the top ten most engaged courses the trend continues with our two core 3 day courses on mechanical and electrical services both performing well, followed by good engagement for our energy efficiency courses, especially ‘Energy Strategy Reports’, as well as the full day course on Part L (non-domestic) regulations in the wake of the 2013 changes, which came into force from 6 April 2014.
Sales for in-house courses at the end of Q1, 2014 are at £11,795, which is 39% down on 2013. The trend this year, has been for our clients to wait for their new training budgets from March 2014, as enquiries have picked up in Q2, although it will not be until Q3 that we start to see an increase in income on 2013. An example of this will be evident in July sales, as if all current provisional bookings proceed, the income for July alone will exceed that of Q1 at approximately £12,000.

In Q1, MCC delivered 6 courses at client sites in the UK, training 70 members of staff for our clients, at an average number of 12 staff per course. Details are as per previous report and in below Q1 chart.

In Q2, following the trend for waiting for March budgets, we had no bookings in April 2014, although we had a number of enquiries which have resulted in the following confirmed or pending bookings between Q2 – Q4:

- Central and North West London Foundation Trust have booked a one day ‘Introduction to Electrical Services’ in May 2014 (Q2)
- London Underground continue to be the most engaged in-house client for MCC and have booked 8 courses with MCC which will run between May and Dec 2014 (Q2 – Q4).
- Medical Research Council (new client) have booked 2 dates in July for ‘Introduction to Energy Efficiency’ (Q3)
- Arcus Consulting (Amy Emmett lead), have booked 2 dates in July for ‘Introduction to Building Services’ (Q3)
- Carmel Building Services (new client) have booked a 3 day Mechanical Services Explained course for September (Q3)

In total the estimated value of above orders including the actual income from Q1 brings the MCC in-house order book to approximately £43,000 for 2014, which is around half the income of 2013, meaning we are on target to equal 2013 in-house income by the end of 2014.

Online learning

Twelve units have been finalised. 2014 will see the release of a new module in Drainage. CIBSE Patrons are looking at financing a soft skills module. The majority of funds are still generated from the early adopters. Looking into new marketing incentives to get members to book individual modules. Scoping meetings are due to be organised for new modules June 2014.

NG Bailey submitted £8000 to renew the early adopter rates for 2014.

New management committee agreements for new members:

- Atkins - £5000
- SPIE – £10,000 invoiced (payment due)
- URS - £5,000 invoiced (payment due)

Progress is also being made to map modules to LSBU, and some interest from Brunel. Progress is being made in transferring the modules onto HTML5. Meetings are being arranged to discuss moving on-line learning onto the new website over the next few months.

Professional Learning

EPC courses continue to perform well. DEC again shows disappointing results with a number of cancellations and re-schedules. Marketing are looking into new data options as well as a stronger marketing plan for Certification.
The Energy Savings Opportunity Scheme (ESOS) course is ready to go pending Certification’s input on course content. These are expected to be up and running by Autumn/Winter. Air conditioning also continues to be a struggle particularly outside London, as does iSBEM. We are still in discussions with the Chamber of Engineers, Malta regarding their in-house course. Green Deal courses remain on hold as per certification.

CPD struggled throughout March/April, which appears to be the trend across all training courses this will be, before new budgets are released. We have seen an increase in bookings in the new financial year helped also by the Part L roadshow attendance.

The launch of the new CIBSE website and an improved marketing strategy we hope that by the end of the year there will be an increase in bookings and revenue.

**Technical Briefings**

Plans are in motion for a BRE Part L launch in June, as well as a number of technical briefings in the Autumn. Training & Events/Marketing are making progress with the Leadership in Building Performance exhibition & conference planned for October 2014.

The Part L roadshow run with IES has been a huge success. Although profits have been split, it has raised CIBSE’s profile and has created leads for Certification.

**Journal**

The Journal had a strong start to 2014 with sales income ahead of forecasts, with traditional display sales performing well, a renewed appetite for Inserts and good Online sales. Additionally there were two strong selling supplements with the January Careers Guide achieving record revenue for a supplement. The positive start is key to providing a contingency for the unpredictable and traditionally tougher late spring/summer months.

Costs will continue to be closely monitored with the 2014 budget reflecting the increases in Print, Distribution and Editorial expenses – all of which are variable depending on the sales success month by month. The Journal is tracking ahead of the forecasted 2014 contribution, reflecting the increased revenues to date.

The expanded Journal digital offering has garnered much praise industry wide, with clients, customers and other engagers feeding in positive sentiment, particularly through social media. This has been reflected in the user numbers, with online browser versions generating over 13,500 page views each month and over 1200 people have downloaded the CIBSE Journal app from the App Store, this number continues to grow on a daily basis.

Supplements – A Careers Guide, Building Performance Awards brochure, Resource Efficiency supplement and a Schools & Education special have already run in 2014, with another edition of the successful Products/Services supplement soon to be released. Significant levels of advertising were secured for the January 14 Careers Supplement following the popularity of the publication when it first launched in January 2013. The supplement, which is inserted to the Journal and distributed to 5000 schools, colleges and careers offices across the UK, has been the successful ever for revenue and education establishments have been extremely positive, with many requesting additional copies to use for parent/teacher evenings. The Schools & Education special also performed well, securing full sponsorship and saw a number of clients engage in display advertising. March saw a joint initiative between CIBSE and WRAP culminate in a Resource Efficiency supplement which was additionally distributed and promoted at Ecobuild. Products/Services in May provided another opportunity for manufacturers to reach a key audience and a second edition will run later in the year. Other supplements to follow include; BIM, Hotel & Leisure and Lighting.
The Building Performance Awards will remain a big feature of the Journal. Numerous case studies are featured, showcasing previous winners, and editorial/advertising space will be allocated each month from launch. The 2014 awards in February were supported with a special Awards supplement produced by the Journal, distributed at the awards to attendees and inserted into the March 14 Journal.

In the pipeline for the rest of 2014 are Roundtable debates x2 (each roundtable typically securing circa £10,000 in sponsorship revenue), new clients enlisted to the online supplier directory and sponsorship of the Journal app.

Publications

CIBSE published 12 titles in 2013. 5 titles have been published YTD in 2014, far in more title carried over to be published early in 2014. 7 others are already within the Production Department at various stages of completion. The schedule for projects in 2014 is already over 25 in number. In comparison, 2012 saw 10 titles published.

Published 2014:

- Probabilistic climate profiles (ProCliPS) (M Shamash report) (January)
- TM55 Design for future climate (March)
- Design for extreme environments: Arid climates (replacing TM04) (March)
- LG13 Guide to lighting of places of worship (April)

At advanced stage within production process (publication expected over next 3 months):

- TM49 Summertime design guidance for London (electronic only)
- Guide A Environmental design (advanced stage of page layout, many chapters back with authors for final check)
- AM Biomass (responding to review)
- TM56 Resource efficiency of building services (with WRAP) (layout underway)

Projects nearing completion:

- Guide M Maintenance
- Guide B HVACR – to be published as 4 separate titles plus on-line Applications section:
  - B1 Heating
  - B2 Ventilation
  - B3 Air conditioning and refrigeration
  - B4 Noise (still with Steering group)
- Applications
- AM11 Energy modelling
- TM57 Integrated school design
- Design for extreme environments: Tropical climates
- SLL LG8 Lighting for museums and art galleries
- SLL LG10 Daylight and window design

Key projects

Guide A: Environmental Design and Guide B: HVACR Systems. Guides A and B are both currently under revision, running behind schedule but making progress towards publication in 2014. The 4 Chapters of Guide B, to be published separately, are either completed or nearly so. Production work on Guide B1 is almost complete but awaiting final version of the biomass AM. Guide A was running behind will now be published before the final Chapters of Guide B.
Guide M has been through peer review and received very good comments but there may be a slight delay in the Committee responding to those comments.

KMC has approved a new proposal to update and revise our KS on data centres (published 2012) working with ASHRAE to deliver a co-branded 2nd edition. ASHRAE’s agreement to procure guaranteed numbers of copies from us make this a particularly commercial project. We are awaiting ASHRAE’s suggested amendments.

The long awaited and much needed AM on biomass draft received much comment during peer review and the authors are responding to those.

WRAP sponsored project which CIBSE agreed in mid-2013 to publish (as TM56 Resource efficiency of building services) is now with us and layout underway.

Resource
Production team in Publications remain very busy, and time to get drafts to publication is an issue, especially when set against the expected project list for 2014 and growing expectations of the membership. The publications schedule for 2014 of around 25 titles is unrealistic, although new contractor resources are being deployed. The on-going considerations of CIBSE knowledge and needs of CIBSE membership by the Knowledge Programme Sub-Committee may have far reaching implications for CIBSE and this department in general. Nick Peake now seeking to engage in such discussions.

One new editorial resource has just been employed with potential to greatly add to this department’s skill set (to be confirmed after delivery of 1st project). The use of such resources does add significantly to costs of production.

The migration of data to the new CMS and its optimisation has been achieved successfully (the availability of ex-CIBSE Kerstin Egger was a god-send) but there is great scope for further content and improvements within the site. The large number of existing and new projects demonstrates the on-going value of the current supplemented project management resource (Sanaz Agha primarily working from Cyprus).

KP Activity
Besides the larger development projects (CMS and CRM), the demands and requirements of publications projects remains a limiting factor over the CIBSE’s abilities to maintain, improve and develop the Knowledge Portal. The importance of the optimisation, maintenance, appearance, categorisation and interlinking of CIBSE content is vital in the new CMS with desperate need for improvements to quantity and dynamism of content (ie constant change and evolution) supported by the collection of, and reaction to, improved intelligence derived from its usage.

Business
Although KP usage and download numbers are at a high level, 4 of last 5 months are busiest ever, publications income in 2013 YTD is down by around 10% on 2012. This would appear to be the new norm – although that may be subject to confirmation when major Guides A and B are published during 2014.

Top selling titles for 2013 are shown in the table below. Titles sold in 2013 have not had a major impact on revenues, although there are some small signs of an upturn in activity overall. 2013 Book sales were just under £110k (hard copy) and £35 (pdf). YTD equivalents for Q1 2014 are £25k and £9.5k. Costs have been controlled, and with reduced investment in stock, so net contribution remains positive and is close to budget. Sales of CIBSE publications as electronic pdf files are growing as a revenue stream now representing around 30% of total sales revenues (and growing).
The income from licensing of CIBSE content is growing in importance, not necessarily in absolute terms but as a proportion of all departmental revenues. Of concern is that downloads of CIBSE content within the major revenue source (IHS) has been falling year on year - 2013 figures show a drop of 58% on 2009 level, so this revenue situation is unlikely to be sustained in the medium term. The new arrangement with Knovel is yet to see results.

Marketing and Publicity
The Comms and Marketing team have been active this year ensuring early preparedness for publications releases and hence timely communications to our membership and the market (Including launch events) with credit to Leeman Robinson. An update to the Publications Price list was published in February 2014 although a review and rationalisation of CIBSE pricing will be desirable during 2014, leading to a new edition. The close link to social media through Ed Palmer is a successful additional 2-way channel to our users.

Other issues
The replacement of PROD the Publications, Research and Output Delivery committee by KMC (The Knowledge Management Committee) and currently 2 sub-committees - the Knowledge Programme Sub-committee (under Andy Ford) and Knowledge Delivery Sub-committee (under Mike Smith) are now firmly established, although robust membership of the later is proving challenging. Both SC’s are providing useful and interesting guidance and debate around CIBSE knowledge and the processes surrounding its generation.

Top selling titles 2013 YTD Hard copy by value of hard copy

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**Knowledge Portal (KP)**

Previous reports in 2013 showed KP usage at very high activity levels, but still growing, with 3 of the last 4 months (Oct, Nov 2013 and Jan 2014 seeing the highest visitor numbers since launch in Nov 2011.
General statistics already reported show:
- over 310,000 visits by
- nearly 160,000 visitors
- from 184 countries, looking at
- over 1.8 million web pages, and having made
- nearly 170,000 downloads of CIBSE documents by over 9,000 members and with
- a further 17,000 documents additionally viewed on-line.

Overall top CIBSE 20 titles are fairly constant although with an impact of each new title on monthly downloads statistics (and often showing hugely different levels of interest when comparing downloads to sales of a given title).

The level of CIBSE members actually using the system now stands at over 50%, and still growing slowly, steadily. More detail is shown on tables and graphs below.

**Development**
Previous development strategy for the Knowledge Portal, established in 2012, has been overtaken by the larger CMS project, with resultant new CIBSE website, which went live in March 2014. Further work on content optimization and the “back-end” continues.

Additional content added comes from CIBSE sources eg technical symposium papers 2011 to 2014 and, further content to be added comes from other publishers (now agreed) with publishers e.g. FETA, HVCA, British Refrigeration Association, the British Flue & Chimney Manufacturers Association, a small number of BSRIA titles.

**Finance**
Reduced expenditure due to delayed development has been offset by higher operating and maintenance costs. The CMS development project falls under a separate budget line however the manual nature of the data migration to the CMS (and the additional requirements of the new system for launch, has led to some unbudgeted spend on additional resource to assist with this process.
Communications
The report on KP usage to update the Board, KMC and CIBSE staff is now being issued bi-monthly, although continuity of consistent data may be an issue.

All opportunities are being taken, whenever possible to promote the KP as a knowledge resource and benefit of membership e.g. in CIBSE journal articles, e-bulletins, press releases and other promotional material.

The promotion of CIBSE content through other sites e.g. UKGBC’s Pinpoint database is starting to drive traffic back to us, both of users of the KP and of potential purchaser of documents. We will monitor such developments.

![Monthly average - previous 12 months](chart.png)
FINANCE AND SUPPORT SERVICES

The Finance team have finalised the year-end accounts for 2013 and they were presented at the CIBSE AGM on May 8th, 2014.

Work is progressing on a full year forecast for 2014 which again is proving to be a challenging year, especially in the areas of Certification lodgement activity.

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

The project to select the new Customer Relations Management system for the Institution has been progressed further since the last meeting. Atlantic Technologies has been appointed to supply a fully configured CRM solution to meeting the Institution’s needs, built on the Salesforce platform.

This will be a major piece of work for the Institution over the forthcoming months, ahead of a planned roll out of the new system early in 2015. The benefits will include improved integration with the website and the incorporation of a number of functions which are currently delivered through separate systems. The target is to improve the quality of the Institution’s systems and information and ultimately the service provided to members.
Appendix 5

Marketing

Building Performance

Conference & Exhibition

CIBSE has just announced a new conference and exhibition ‘Leadership in Building Performance’. Taking place at the QEII Conference Centre in Westminster on 28-29 October 2014, the free to attend exhibition will have 40 exhibitors and the conference, which will have discounted member delegate rates, is expected to attract 300 attendees each day.

A number of exhibitors are already confirmed including: Daikin, Hamworthy, Schneider Electric, Lochinvar, Baxi Commercial, Rinnai, Worcester Bosch, and JS Humidifiers and we are working to secure partnership with key industry organisations. The exhibition will also feature short workshops led by leading building services providers and exhibitors.

A committee has been formed to advise on the conference programme content and will meet for the first time on 11th June. CIBSE Building Performance Award winners will feature in the programme as best practice example case studies, whilst keynote speakers and panel discussions will debate the issues that face the building services industry as it works towards improving energy efficiency in buildings to deliver, not just promise, better building performance.

Awards

The call for entries campaign for the CIBSE Building Performance Awards is well underway and entries will close on 11 September 2014. There have been some changes to category names for clarity and two new categories have been introduced. The 15 categories are:

- Building Services Consultancy (up to 100 employees) and (over 100 employees)
- Building Performance Training Programme
- Collaborative Working Partnership
- Facilities Management Operations **NEW**
- Building Control System **NEW**
- Energy Saving Product
- Lighting for Building Performance
- Energy Management **amalgamation of Client of the Year and Client Energy Management Award**
- New Build Project (up to £10m) and (over £10m)
- Refurbishment Project (up to £5m) and (over £5m)
- International Project

A launch event will be taking place on 18th June and is being hosted by Marks and Spencer at their head office in London. Prospective awards entrants, previous entrants and sponsors have been invited and we are expecting over 70 people to attend.

Imtech have signed up as headline sponsor once again, and Beeby Anderson Recruitment, Daikin, Gratte Brothers, Remeha Commercial, and Vaillant have so far signed up as category sponsors.
The previous standalone awards website has been integrated into the new look CIBSE website to make it easier for members to find and enable us to direct visitors to different parts of the website which may be of interest or relevance. The CIBSE blog will also be utilised this year to promote the awards with content from the 2015 judging panel, previous winners, and sponsors.

The awards dinner is booked for Tuesday 10 February 2015 at the Grosvenor House Hotel in London.