

## CIBSE Special Interest Groups Matrix

This matrix is a tool to help CIBSE Special Interest Group committees reflect on their current strengths and identify areas where additional support may be beneficial. It is intended to be used in collaboration with the Networks and Engagement Team (NET), who will offer guidance throughout the process.

The matrix has been divided into two columns, one focussing on the committee operations of the Group and the other on the engagement from their membership. The membership is defined as those who have signed up via their CIBSE profiles to receive communications from CIBSE regarding the Group.

To complete the matrix, count the number of red, yellow, and green responses, then tally the total number of each. Use the guide at the bottom of the matrix to interpret the Group's overall performance.

Following submission, CIBSE NET will provide a detailed summary report, including a development plan that outlines key areas for further support and growth where needed.

"CIBSE Networks" refers to the CIBSE Special Interest Groups, Regions (including Young Engineers Network, Women in Building Services Network and Fellows Network), and Societies.

## Governance & Membership

| Committee operations                                                                                                                                                                                                                                                                       |  | Membership engagement                                                                                                                              |  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|----------------------------------------------------------------------------------------------------------------------------------------------------|--|
| Annual General Meeting & Nominations                                                                                                                                                                                                                                                       |  |                                                                                                                                                    |  |
| The committee does not hold an Annual General Meeting.                                                                                                                                                                                                                                     |  | The committee does not hold an Annual General Meeting.                                                                                             |  |
| AGM held, and all officer positions filled, with membership requirements met.                                                                                                                                                                                                              |  | Group members are informed of the Annual General Meeting and nominations process.                                                                  |  |
| AGM held, and all committee positions filled, with membership requirements met.                                                                                                                                                                                                            |  | Group members are informed of the Annual General Meeting and nominations process and submit nominations to join the committee.                     |  |
| Understanding of roles                                                                                                                                                                                                                                                                     |  |                                                                                                                                                    |  |
| Committee unclear of purpose/definition of roles.                                                                                                                                                                                                                                          |  | Members are unaware of their committee.                                                                                                            |  |
| Officers understand their roles and responsibilities. The committee meet regularly. Officers lead on the annual financial and activity planning process.                                                                                                                                   |  | Members are aware of their committee and contact them to make suggestions for the committee to action.                                             |  |
| The committee members understand their roles and responsibilities, with succession plans and inter-committee inductions taking place. The committee meet regularly, with actions completed between meetings. All members contribute to the annual financial and activity planning process. |  | Members participate in group activities such as presenting at events and making suggestions for future activities.                                 |  |
| Communications                                                                                                                                                                                                                                                                             |  |                                                                                                                                                    |  |
| The committee does not communicate with their membership.                                                                                                                                                                                                                                  |  | Group members do not engage with any communication.                                                                                                |  |
| The committee requests ad-hoc communication to their membership.                                                                                                                                                                                                                           |  | Group members read the communications sent.                                                                                                        |  |
| The committee organise regularly scheduled communications to their members, with upcoming events and opportunities to get involved with various initiatives (STEM Ambassadors, publications, training courses, speaking at events etc.)                                                    |  | Group members respond to opportunities to get involved and attend events. Members share the group communications with their own personal networks. |  |
| Representation throughout CIBSE                                                                                                                                                                                                                                                            |  |                                                                                                                                                    |  |
| The Group is not represented at any Council, Groups & Societies and Knowledge Generation Panel meetings.                                                                                                                                                                                   |  | Not Applicable                                                                                                                                     |  |
| The Group is represented at some Council, Groups & Societies and Knowledge Generation Panel meetings.                                                                                                                                                                                      |  |                                                                                                                                                    |  |
| The Group is represented at all Council, Groups & Societies and Knowledge Generation Panel meetings.                                                                                                                                                                                       |  |                                                                                                                                                    |  |

## Activities

| Committee operations                                                                                                                                                                                                                                                             |  | Membership engagement                                                                                                                                                              |  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| Technical Activities                                                                                                                                                                                                                                                             |  |                                                                                                                                                                                    |  |
| The committee does not produce activity for the group members.                                                                                                                                                                                                                   |  | Group members do not engage with technical events.                                                                                                                                 |  |
| The committee organises multiple technical seminars/webinars each year.                                                                                                                                                                                                          |  | Group members attend the Group's events.                                                                                                                                           |  |
| The committee organises multiple online/hybrid technical events including seminars/webinars, site tours and panel discussions each year, working in collaboration with other CIBSE Networks and/or relevant external networks.                                                   |  | Group members attend the Group's events and provide feedback, suggestions for future topics, and potential sponsors. They share the events with friends and colleagues.            |  |
| CIBSE National Events                                                                                                                                                                                                                                                            |  |                                                                                                                                                                                    |  |
| The committee does not engage with CIBSE's National Events.                                                                                                                                                                                                                      |  | Group members do not engage with events marketing.                                                                                                                                 |  |
| The committee sign off on CIBSE Event marketing produced by CIBSE staff.                                                                                                                                                                                                         |  | Group members engage with events marketing and promote attendance to events.                                                                                                       |  |
| The committee works with CIBSE Events team to produce tailored agendas for national events (such as Build2Perform and the Technical Symposium), members are invited to speak at events.                                                                                          |  | Group members engage with events marketing, nominate themselves to speak at events, and encourage attendance from their professional network.                                      |  |
| CIBSE Knowledge Publications                                                                                                                                                                                                                                                     |  |                                                                                                                                                                                    |  |
| The committee does not engage with CIBSE guidance.                                                                                                                                                                                                                               |  | Group members do not engage with CIBSE guidance.                                                                                                                                   |  |
| The committee is represented on the Knowledge Generation Panel and advises CIBSE Knowledge Management Committee on necessary updates to CIBSE guidance.                                                                                                                          |  | Group members respond to invitations to join Working Groups to create, update and review CIBSE guidance.                                                                           |  |
| The committee is represented on the Knowledge Generation Panel, advises CIBSE Knowledge Management Committee on necessary updates to CIBSE guidance and works with the CIBSE Networks and Engagement Coordinator to encourage members of the Group to write and review guidance. |  | Group members provide suggestions to their committee to create and update guidance, and respond to invitations to join Working Groups to create, update and review CIBSE guidance. |  |
| CIBSE Training Courses                                                                                                                                                                                                                                                           |  |                                                                                                                                                                                    |  |
| The committee does not engage in CIBSE Training.                                                                                                                                                                                                                                 |  | Group members do not engage with CIBSE Training.                                                                                                                                   |  |
| The committee identifies gaps in CIBSE Training and notifies the CIBSE Training team.                                                                                                                                                                                            |  | Group members respond to invitations to review CIBSE Training.                                                                                                                     |  |
| The committee identify gaps in CIBSE Training and works with CIBSE to find Group members to provide CIBSE training courses.                                                                                                                                                      |  | Group members provide suggestions to their committee to create and update training, and respond to invitations to create, update and review CIBSE Training.                        |  |
| Policy and Consultation                                                                                                                                                                                                                                                          |  |                                                                                                                                                                                    |  |
| The committee does not engage with policy and consultation opportunities.                                                                                                                                                                                                        |  | Group members do not engage with consultation through CIBSE.                                                                                                                       |  |
| The committee bring relevant consultations to CIBSE's attention and work with the CIBSE to request members of the Group respond.                                                                                                                                                 |  | Group members inform their committees of relevant consultations and send their responses to CIBSE Technical for inclusion in CIBSE's responses to consultation.                    |  |

## Results

Committee operations: Mostly red

The committee is still in its initial stages or currently facing some challenges. The focus right now should be on getting the key officer roles filled and putting the essential structures in place to support smooth operations. This is a great opportunity to build strong foundations for future success.

Committee operations: Mostly yellow

The committee is active and fulfilling its key responsibilities. There are some areas where further development could be helpful, such as maintaining consistent contact with CIBSE, establishing a clear succession plan for committee roles, and ensuring that activities align closely with the group's aims. With continued focus, the group's committee is well-placed to strengthen its overall impact.

Committee operations: Mostly green

The committee is operating effectively, with an engaged and active membership.

Responsibilities are being met, committee members are appropriately trained, and succession planning is well considered. The committee is delivering activity that aligns with the group's aims and is regularly engaging with its membership.

Membership engagement: Mostly red

The Group's members are not engaging with its committee or CIBSE. The focus for the committee now should be to organise activities to re-engage members. The committee could consider options available, for example a member survey, and work with NET to promote activities weeks in advance.

Membership engagement: Mostly yellow

The members are engaged in some activities but not all. The focus for the committee now should be to review activities planned for the group members and to identify whether there is sufficient variety within the annual plan or, whether too much activity is planned for successful delivery by the committee.

Membership engagement: Mostly green

The members are engaged with the activities planned by the committee and by CIBSE staff.

Members actively participate in, and contribute to, the Group's output. The members are delivering activity that aligns with the group's aims and is regularly engaging with its committee.