

## **NOTES FROM THE GREATER LONDON REGION COMMITTEE MEETING HELD AT 1 BIRDCAGE WALK ON 27<sup>th</sup> January 2016**

---

Present:      G. Hartill (GH)                      A. Perera (AP)  
                  C. Ingram (CI)                     I. Berry (IB)  
                  Y. Yan (YY)                         J. Blake (JB)  
                  S. Paish (SP)                        M. Saunders (MS)  
                  K. Jones (KJ)                       G. Hayes (GWH)  
                  T. White (TW)                       K. Hanson (KH)  
                  E. Khaleghi(EK)                     Richard Guy (RG)

### **1. INTRODUCTION**

1.1 Chairman, Giles Hartill, welcomed all present. AP confirmed the apologies received.

### **2. APOLOGIES**

V. Liu (VL)                              C. Clarke (CC)  
C. Lowther (CL)                       C. Maycock (CM)  
A. Du (AD)                              N. Asselin-Miller (NAM)  
S. Haslam (SH)                         N. Cartledge (NC)  
E. Robinson (ER)                       T. Poole (TP)  
P. Kapadia (PKa)

Absentees   K. Huntington (KH)                    S. Subramanyan (SS)  
                  F. Khoshnoud (FK)                    G. DeNadai (GD)  
                  J. Tomlinson (JT)                     D. Thielens (DT)  
                  M. Osborn (MO)                       A. Mason (AM)  
                  C. Price (CP)                         C. Brown (CB)  
                  B. Takala (BT)

### **3. AGREEMENT ON AGENDA**

3.1 Agreed.

### **4. MINUTES OF LAST MEETING**

4.1 Agreed with minor amendments.

4.1.1 10.3 Carol service was organised by ICE.

## **5. MATTERS ARISING AND ACTIONS FROM THE LAST MEETING**

- 5.1 Succession plans for YMP/Areas must be reported back to GLR prior to next GLR committee meeting in March 2016. AP to send another reminder. **Open (Action AP)**
- 5.2 ICE Liaison (SP Contact). Closed
- 5.3 MS is awaiting KM (Kevin Manning) response to obtain selective email contacts. Closed
- 5.4 Further email reminder to YMP/Area committees to submit event plans to AP/SP. **Open (Action AP)**
- 5.5 An NEA volunteer to chaperone President. CI reported back that Raza Shah (RS) agreed to do so. Closed
- 5.6 PV/SOFE event and NEA inauguration publicity, refreshments and venue booking complete. Email to NEA membership sent. It has been agreed not to pursue inviting a local company CEO. A QMUL staff member to judge the SOFE event was not required. AD has sent the SOFE heats flyer to RS. Closed
- 5.7 NEA education liaison role created (Mr. Nasheed Adami volunteered). Closed
- 5.8 NEA PR/Media role to be created once the panel meets at the next meeting. **Open (Action GH/PK/RS)**
- 5.9 IB has passed few engineering articles to PK (Lee Valley, Test machine Kirkaldy, Latest PE has an article encouraging public to visit engineering heritage sites). Closed
- 5.10 AD to liaise with CL to evaluate education feedback tool. **Open (Action AD/CL)**
- 5.11 Agenda item on HQ room bookings added. GH said current arrangement is not helpful for large event planning. RG said that it is only for committee meetings that needs a concurrent room booking and not for larger events. The main issue is with mid-sized event room bookings.
- 5.12 Agenda item included to discuss STEM strategy group. CL to send an e-copy of STEM strategy to AD/GH/SH. Closed

## **6. COUNCIL/RSB UPDATE**

- 6.1 December 2015 budget requests are still being debated.
- 6.2 Risk Register: GH briefed about the RSB initiative on preparing guidance on risk assessment and liability when regions hold events (specifically school and young people involved). The report will cover public liability insurance, H&S assessments. RG said there will be an

11 point risk register document will be released by HQ, as a response to RSB's request to RG to produce a useful risk management document. Visiting a site must be preceded by the event organisers making an H&S and risk assessment. RSB will approve the release by March 2016 and the document will be circulated to regions. IMechE Insurance generally covers all trivial risks.

## **7. HON. TREASURER'S REPORT**

- 7.1 VL sent the treasurers report as a set of PPT slides as she was absent. Current bank balance is £4145. First 1/3 tranche of 2016 GLR budget request transferred to GLR account. NEA bank account setup in process. Total request of £20200 was not granted. If full budgeted spending is realised within 2016, a shortfall of £11170 is expected by end of 2016. There is provision for £4250 from Presidents fund to be allocated for large scale educational events.
- 7.2 SP queried about the payment for NASA lecture. This is assumed to be settled by VL.
- 7.3 VL will undertake a budget re-planning exercise with YMP/Area treasurers to find necessary cuts. **Action VL**
- 7.4 RG suggested that GLR should consider spending in previous years and actual bank balances. The warning is that not to underspend and keep money in bank a HQ cannot recall or reallocate these excesses. Engineering education funds are separately available.
- 7.5 YMP must submit plans for STEM events by end of March 2016. Grant applications are available through HQ. GH said 50% of their expenditure can be covered James Baker fund available to YMP (contact Catherine Phipps). **Action AD**
- 7.6 Area budget re-planning to be completed by end of February 2016.

## **8. SPECIAL EVENTS**

- 8.1 Presidential Visit
  - 8.1.1 GH/CI/AD/RS will chaperone president.
  - 8.1.2 All necessary plans are in place for the day.
  - 8.1.3 As of today, 55 have registered online.
- 8.2 Tim Peake (UK Astronaut) Lecture (Late 2016)
  - 8.2.1 GH briefed on the status as discussed during CEC meeting.

## **9. REGIONAL PLAN**

### **9.1 ENGAGEMENT**

- 9.1.1 New NE Area: CI reported on the progress so far. RS agreed to volunteer as the Chair. All main roles have been filled. NEA will use QMUL for their panel meetings. First meeting planned for early February 2016. Few ideas for NE events have been discussed.
- 9.1.2 Social Media: GH reiterated the need from all members to pass any new ideas on how to improve social media content to BT. RG suggested contacting Lesley Lensen to get further info. **Action BT**

### **9.2 DEVELOPMENT**

#### **9.2.1 Area Updates**

- 9.2.1.1 SW: AP briefed. Discussions are still continuing on the succession plans. Due to decline in oil prices, a number of volunteers were lost (BP/Sub Sea 7). Events planned for the near future includes a tour of Mini Car Factory and Whitechapel Bell Foundry and a technical talk on UAV/Drones. Contacts with Teddington IET is pursued and emails exchanged. AGM planned for 2<sup>nd</sup> March.
- 9.2.1.2 NW: KJ briefed. Future events include talks on Sub Sea solutions (18<sup>th</sup> February) and Welding Failures (12<sup>th</sup> April). They are improving liaison with Hammersmith IET.
- 9.2.1.3 SE: MS briefed. Future events include Flood risk management, Drones (requested contacts from SW), Fracking and a lecture by a colleague of Tim Fox.
- 9.2.1.4 YMP: Under YMP briefings.
- 9.2.2 GH/SP requested that all events planned by YMP/Areas to be passed to AP and SP. AP to send an email reminder. **Action AP**
- 9.2.3 CL said that from 2016, random CPD records check may be undertaken by IMechE. It is advised to keep CPD upto date.

### **9.3 OUTREACH**

#### **9.3.1 Professional Engineering Institution (PEI) liaison**

##### **9.3.1.1 IET (GWH report)**

- a) GWH said Friday lunch lecture series (every last Friday of the month) is planned. IET president will participate in the first lecture. GWH will email the details. GH said that with the impending budget cuts, joint events have to be reconsidered.

b) Femi (IET) has planned a summer fair but it required a substantial amount of funds.

c) GWH requested all attended to provide feedback on the IET/IMEchE Christmas lecture. **Action All**

9.3.1.2 IMarEST (CL report)

a) CL was absent.

9.3.1.3 IChemE (KH report)

a) YMP liaison is progressing well. Young member AGM will be held on the 28<sup>th</sup> January.

b) Budget is an issue for IChemE as well.

c) RG said he can help getting IMechE contacts to KH. AP to pass RG's email to KH. **Action AP**

d) KH is planning to raise funds (charging event attendees over and above the actual costs).

9.3.1.4 Royal Aeronautical Society: RAeS (CC report)

a) CC was absent but has sent an update on the activities.

b) The first test flight has taken place under the new Experimental Category rules which permits a CEng MRAeS to sign off a test flight of an experimental aircraft. In this case it was for an engine conversion, please see the attached. The sign off was done by a CEng MRAeS.

c) David Tandy (IET/Hammersmith) who is the Chair of that division has arranged a lecture on the project to build a Gresley P2 from scratch. It is currently scheduled to take place at the Novotel London West (Hammersmith) on Tuesday 20th September 2016 but with the possibility that the event may go ahead as a joint IET/IMEchE venture. There is an invitation to discuss this "joint event" option with IMechE.

9.3.1.5 Off-Shore Engineering Society

a) Nothing to report.

9.3.1.6 Vacancies for Liaison Officers: FK to advertise all available vacancies (email to FK asking him to contact CI to obtain vacancy list). **Action AP/FK/CI**

9.3.2 Divisions and Groups (D&G) Liaison

9.3.2.1 Railway Division (TP report): Tim has sent a two-page PPT presentation on their committee members and planned activities.

9.3.2.2 Other: There are 16 divisions registered at HQ. Nothing to report at present.

9.3.3 All event organisers should use ER's form to submit events.

#### 9.4 **PR/MEDIA**

9.4.1 PK was absent.

9.4.2 IB reported that he sent few engineering articles to PK.

#### 9.5 **EDUCATION**

9.5.1 University Design Challenge (TW report)

9.5.1.1 2<sup>nd</sup> year challenge will be held on 21<sup>st</sup> March at UCL. Three universities to participate. 1<sup>st</sup> year challenge will have 5 universities competing. Imperial is not keen to participate. Waiting to hear from South Bank. On 8<sup>th</sup> March TW will inspect and assess the venue and space available.

9.5.1.2 1<sup>st</sup> year challenge is to throw a squash ball over to a target. 2<sup>nd</sup> year challenge is robot climbing and stopping at a pre-defined level. 6 regions are participating. Finals planned for September.

9.5.1.3 2<sup>nd</sup> year winners prize will be an engineering placement.

9.5.2 YMP/STEM

9.5.2.1 EK briefed about the status and planned activities.

9.5.2.2 GH suggested that YMP consider a mix of events.

9.5.3 Other

9.5.3.1 None to report.

#### **10. AOB**

10.1 AP provided a list of future meeting dates and said they are available online.

10.2 GH said an agenda item must be added for next meeting (March) to discuss nominations for 2016/17. At least 45 minutes to be reserved.

#### **11. FUTURE MEETING DATES**

10<sup>th</sup> March 2016 – GLR Nominations for 2016/17

20<sup>th</sup> April 2016 – GLR AGM

2<sup>nd</sup> June 2016

13<sup>th</sup> July 2016 – Final meeting before summer break

**12. CLOSE.**

**13. ACTIONS ARISING**

Minute Reference Number	Owner
5.1 Email reminder for succession planning (Area/YMP)	AP
5.4/9.2.2 Email reminder to YMP/Areas submit event plans to AP/SP	AP
5.8 Create NEA PR/Media role	GH/PK/RS
5.10 AD liaise with CL to evaluate education feedback tool	AD/CL
7.3 VL will undertake a budget re-planning exercise	VL
7.5 YMP submit STEM events plans by end of March 2016	AD
9.1.2 RG suggested BT contacting Lesley Lensen	BT
9.3.1.1-c Provide feedback on Christmas lecture to GWH	All
9.3.1.3-c AP to pass RG's email to KH	AP
9.3.1.6 FK to advertise all vacancies for liaison officers	AP/FK/CI
CEC-A1: AP/YY to coordinate events calendar	AP/YY
CEC-A2: Email reminder to complete QPR (Area/YMP)	AP

**Anura Perera**

Hon. Secretary  
GLR Committee

13<sup>th</sup> February 2016

## **CEC Minutes (17:30 to 18:00)**

**Attendees:** SP, MS, AP, GH, Area Reps, Other Committee members

**Introduction:** SP welcomed all present and tabled the Agenda for the meeting.

**CEC 1.** Upgrade Membership: SP said there is nothing to report.

**CEC 2.** "Electricity Grid" Talk: IB briefed the progress so far. There is no one available to travel to London (based in Knutsford). Consider organising the talk as a debate to get National Grid involved. SP suggested that Power division is keen to get GLR involved to run their events. HQ support and promotion is easier in that arrangement. GH also confirmed that Power division plans to organise few lectures with GLR. SP said there is no great hurry to organise this event.

**CEC 3.** Tim Peake Event: GH said plan is to involve some 100 ~ 200 school children. Possibility of two-part evening gathering should be explored to include an adult evening. GH has already dealt with the emails responses to the request. RG mentioned other aero related topics such as Skyline/Scramjet engine projects.

**CEC 4.** Presidential Visit: All plans are ready for the event. EK to contact VL regarding funds.

**CEC 5.** QEA (Queen Elisabeth class aircraft carrier): All plans in place and SP will liaise with welding institute. Date: 18<sup>th</sup> February, Venue: HQ. MS will include the event to his email publicity (Southern Region has planned an event in first week of February: Managing Flood Risk and Public Expectations). GH suggested that any reminder email should only target a single event to avoid distraction of the recipient.

**CEC 6.** Bloodhound Lecture: To be held in Brunel University and target younger engineers. CC to support. GH clarified the emphasis required on attracting school children (schools were the usual target).

**CEC 7.** SP suggested an online events calendar. He said this would avoid possibility of clashes of events. A volunteer is needed to setup the events calendar. GLR secretary and Assistant Secretary to coordinate the activity.

**Action:** AP/YY

**CEC 8.** Graphene Lecture: The event is planned for 12<sup>th</sup> May 2016. A Cambridge university speaker will present. GH suggested that a "public friendly" title is required for publicity.



**CEC 9.** Quarterly Progress Reporting (QPR): Although some Areas have completed the QPR, there are still some outstanding reports. Another email to YMP/Areas as a reminder needed. **Action** AP

**CEC 10.** Bloodhound Event: RG said this is a school event for YMP.

**CEC 11.** Other: A lecture on welding failure (12<sup>th</sup> April) and a Brewery Visit.

### **Action Items**

A1. (CEC 7): AP/YY to coordinate events calendar.

A2. (CEC 9): AP to send an email reminder to YMP and Areas to complete quarterly progress report.