

NOTES FROM THE GREATER LONDON REGION COMMITTEE MEETING HELD AT 1 BIRDCAGE WALK ON 3rd September 2015

Present: C. Ingram (CI) V. Liu (VL)
A. Perera (AP) C. Clarke (CC)
Y. Yan (YY) G. Hayes (GWH)
S. Paish (SP) T. White (TW)
J. Tomlinson (JT) I. Berry (IB)
C. Price (CP) A. Mason (AM)
K. Hanson (KH)

1. INTRODUCTION

- 1.1 Vice Chairman Charles Ingram welcomed everyone and thanked them all for attending. The Chairman, G. Hartill recently became a father and was unable to attend (congratulations to GH and a card to be sent on behalf of GLR). Charles said that he is unable to cover certain parts of the usual Agenda due to not having access to the RSB minutes, etc.

2. APOLOGIES

	G. Hartill (GH)	E. Robinson (ER)
	C. Lowther (CL)	J. Blake (JB)
	C. Brown (CB)	M. Saunders (MS)
	K. Jones (KJ)	N. Cartlidge (NC)
	A. Du (AD)	M. Osborn (MO)
	S. Haslam (SH)	D. Thielens (DT)
	P. Kapadia (PKa)	
Absentees	K. Huntington (KH)	P. Knight (PK)
	F. Khoshnoud (FK)	C. Maycock (CM)
	G. DeNadai (GD)	B. Takala (BT)
	S. Subramanyan (SS)	

3. AGREEMENT ON AGENDA

- 3.1 Agreed (RSB update to be postponed).

4. MINUTES OF LAST MEETING

- 4.1 Agreed.

5. MATTERS ARISING AND ACTIONS FROM THE LAST MEETING

- 5.1 BT was absent hence adding web-administrators were not confirmed.
Open

- 5.2 VL has completed the next year's budget request with input from CEC, YMP and Area committees. **Closed**
- 5.3 Succession planning of the committee members to be sent to GH. In the absence of GH, the committee was again reminded to complete this action soon. **Open**
- 5.4 CI reported on the progress made. **Closed**
- 5.5 SP has briefed on the progress made wrt organising the presidential visit, 2016. Date 29th January 2016 at Eurostar in Temple Mill. Activities related to this event are ongoing and will be reported back in due course. **Closed**
- 5.6 Action taken by GHa, liaising with YMP to organise the joint events with IET. This activity is ongoing. **Closed**
- 5.7 Joint New Year event with IET. GHa is pursuing the matter with IET. This action was discussed in detail during CEC meeting earlier. **Open**
- 5.8 Joint event with IMarEST. CL was absent to report on the progress. **Open**
- 5.9 Advertise for an ICE liaison. Both ER and FK were absent to report back. **Open**
- 5.10 Sustainability Lecture: CP has discussed the progress in detail during CEC. RG/VL has been contacted and venue booked. The large room booked may not be filled as the number of attendees low so far. **Closed**
- 5.11 IB has participated in the CEC meeting. **Closed**

6. COUNCIL/RSB UPDATE

- 6.1 Due to absence of GH, RSB update was not available at this meeting.

7. HON. TREASURER'S REPORT

- 7.1 VL has presented a detailed report of the current report and next year's budget request. All areas have underspent this year.
- 7.2 £15,700 was requested.
- 7.3 Education budget was doubled because of the two challenges/events planned. TW said there will be no cash prizes but placements will be offered to the winners.
- 7.4 £5000 allocated to the New Year event. GWH will liaise with IET (plan for 300).

8. REGIONAL PLAN

8.1 ENGAGEMENT

- 8.1.1 Sitefinity Reporting: SP is yet to contact Kevin Manning (KM) on this activity. **Action** SP
- 8.1.2 Succession Planning: Identify the volunteers and send reminder to all. **Action** All
- 8.1.3 Informer Database: CI suggested members should be in-lined with areas. **Action** SP to conform with KM about area specific emailing. CC said that he heard from Chiltern area that they have managed to find volunteers through email lists. CC suggested same strategy must be applied to find volunteers for the new NE area.
- 8.1.4 GLR Reorganisation: NE Area and Presidential Visit (2016). Hazel/GH are liaising.
- a) **Action** ER to display region and areas clearly in the web site (liaise with CI).
- b) Members are grouped according to their home addresses. **Action** CI to check with KM, if individual member's work place address can also be added to facilitate member to participate in area activities in a flexible manner.
- 8.1.5 Social Media: An update on the Facebook/twitter is needed. **Action** BT (AP to email BT requesting an update).

8.2 DEVELOPMENT

- 8.2.1 YMP: AM was representative for AD in his absence. SP suggested that ICE liaison can be arranged through YMP. **Action** AP to email AD to check if this is possible.
- 8.2.2 SP has contacted AD with regard to the event on F1, but no response was received. **Action** AM to discuss this with AD and respond.
- 8.2.3 GWH requested AM/AD to copy him on YMP events. **Action** AD/AM
- 8.2.4 CI requested for information on YMP Christmas dinner. **Action** AM/AD to report.
- 8.2.5 Member to Fellow Event: Will not go ahead (SP). **Action** SP to speak with CM for an event on associate member → Member and membership upgrade related. Schedule for November 2015.
- 8.2.6 Presidential Visit (2016): Already discussed in detail during CEC.

8.3 OUTREACH

- 8.3.1 Professional Engineering Institution (PEI) Liaison

8.3.1.1 IChemE

- a) JT reported on the planned event. Can download the report from web site "energyprocessdevelopment.com". £3 + £3 p/p for paperback copy.
- b) 7th October 2015. Debate style. Speakers: Ian Scott, Tim Evans. Chai if Nuclear Institute can give an introduction (5 mins).
- c) JT also spoke about the nuclear technology as evaluated by Fraser Nash (6 technologies, 3 USA, 1 UK, 1 Denmark, and 1 Canada).
- d) JT said that Chris Davy from IChemE is searching for a younger replacement from IMechE for JT's role. **Action** AM/YMP to look for a volunteer with AP to correspond with AM/YMP.
- e) Keith Hanson- KH (keith.hanson@straightsmouth.plus.com) represented IChemE at today's meeting. Welcome to KH.
- f) KH said he is looking forward to working with GLR and liaise with YMP.
- g) Engagement with schools/companies is a priority while looking for joint activities with IMechE.
- h) Not many technical meetings, but planning to build more process related visits.

8.3.1.2 IET

- a) GWY said there will be a joint chair for London.
- b) IET is consolidating and looking to reduce budget expenditure.

8.3.1.3 Royal Aeronautical Society: CC

- a) CC briefed that status of experimental aircraft, simplify light aircraft industry, etc. are discussion points.
- b) Launch Conference: 16th November 2015. £66 p/p all day event including lunch.
- c) Light Aircraft Design Competition: Institution based Prize can be organised (battery technology, hybrid aircraft, etc.).
- d) Can GLR sponsor (e.g. catering)? **Action** CI to speak with GHa to confirm (YMP to also discuss/participate) about IMechE/GLR prize. Email to the GLR committee about the proposal. **Action** CC.

8.3.2 Divisions and Groups (D&G) Liaison

- 8.3.2.1 None of the officers present. SP suggested the need for D&G liaison officer's presence. **Action** FK/ER to advertise (AP to email to remind).

8.4 **PR/MEDIA**

8.4.1 None of the officers present.

8.5 **EDUCATION**

8.5.1 University Design Challenge

8.5.1.1 TW said that this year, there will be 5 teams participating. Competition will be held in HQ. Edward Vargas will assist TW on this occasion. 2016 competition specification have been released. A ballistic projectile (remote/electronic firing).

8.5.1.2 Week following the above will be the launch of 2nd year challenge.

8.5.2 YMP

8.5.2.1 No additional educational/challenge activities

8.5.2.2 October 2015 networking events in selected universities. Two or three YMP's to talk to students. Distribute merchandise.

8.5.2.3 Three new proposals (emailed) and needing approval from GLR. AM presented each proposal. **Action** GH/VL to consider at a later date after going through the proposals.

8.5.3 STEM

8.5.3.1 AM informed that the September event has been postponed to October 2015.

8.5.3.2 CI suggested academic based lectures should be considered.

8.5.4 Big Balloon Debate

8.5.4.1 Inter Institution Debate

8.5.4.2 School students to judge (further details from YMP/AD)

9. **AOB**

9.1 KH (IChemE) to liaise with Process Group. CC will help providing necessary contacts (also contact Richard Guy).

9.2 AM (YMP): Requested Area panels to work to work closely with YMP (NW area already having close contacts). Suggested an additional activity/event to raise awareness of world's first automated paper mill, how to support confederation of paper mills (CC). A visit/talk to be organised?

10. FUTURE MEETING DATES

14th October 2015

11. CLOSE.

12. ACTIONS ARISING

Minute Reference Number	Owner
5.1 (Adding WEB-Admins)	BT
5.3 / 8.1.2 (Succession Planning)	All to GH
5.7 (Joint New Year Event with IET)	GH
5.8 (Joint event with IMarEST)	CL
5.9 (Advertise for ICE Liaison)	FK/ER
8.1.1 (Sitefinity Reporting)	SP
8.1.3 (Informer Database)	SP
8.1.4-a (Area Structure Display in Web)	ER
8.1.4-b (Member place of work info)	CI
8.1.5 (Update on Facebook/Twitter)	BT / AP
8.2.1 YPM/ICE Liaison	AD / AP
8.2.2 F1 event	AD/AM (SP)
8.2.3 Copy GWH on YMP events	AD/AM (GWH)
8.2.4 YMP Christmas Dinner	AD/AM (CI)
8.2.5 Membership Upgrade	SP/CM
8.3.1.1-d IChemE Liaison from YMP	AM/AD
8.3.1.3-d RAS conference (Sponsorship)	CI/CC/GH
8.3.2.1 D&G Liaison Officers	FK/ER
8.5.2.3 YMP new proposals	AD/AM/GH/VL

Anura Perera

Hon. Secretary
GLR Committee

26th September 2015

CEC Minutes (17:30 to 18:00)

Attendees: SP, AP, Area Reps, Others

Introduction: SP thanked all attendees and outlined his plans for better organised and delegated activity coordination for the future CEC. Events must be publicised well in advance and look for joint events and cross-publicity between institutions.

CEC 1. Nuclear Debate

JT spoke about the event. 7th October 2015 at 18:30, a two-hour lecture. Fully booked according to NearYou. This issue must be resolved asap. Joint event with IChemE (catering by IChemE, Venue by IMechE). £4 p/p, 220 total can be accommodated.

Nuclear Institute would be happy to get involved.

CEC 2. SUM Event (aka. Driverless Automobiles)

CP said two versions of flyer available. GLR publicity not complete. Guest booking numbers are too low. Either event must be cancelled or find a better arrangement to improve booking numbers/move to a smaller room for the lecture.

If the event is to be cancelled, then that should happen at least a month in advance to avoid cancellation fee. CC suggested that people returning after the Dunton visit (arranged on the same day) can join in after that visit. GWH suggested publicity via Royal Aeronautical Society (RAS) to this effect.

Finally it was agreed that take the risk and hold the event, with active publicity for the event. Liaise with Publicity Officer (FK). **Action** CP/SP

CEC 3. F1 Event: Automotive Division

SP suggested publicity through GLR NearYou website. GLR is to pay for refreshments.

CEC 4. Joint IET/GLR Christmas Social and New Year Events

GWH is pursuing the matter with IET. CC suggested GLR should provide the venue and refreshments. A large fee is involved. CC also commented that in the past GLR planned to host 4 events, but only two will be realised (summer fair will not happen).

CEC 5. Presidential Visit 2016

Plans in place for the visit as discussed in detail at the previous GLR meeting.

CEC 6. TWI (Welding Institute)

Details will be posted in NearYou once the relevant information is made available.