

**NOTES FROM THE GREATER LONDON REGION COMMITTEE MEETING
HELD AT 1 BIRDCAGE WALK ON 7th September 2016**

Present:

S. Paish (SP)	A. Perera (AP)
V. Liu (VL)	C. Clarke (CC)
E. Khaleghi(EK)	R. Rayner (RR)
M. Saunders (MS)	K. Jones (KJ)
J. Tomlinson (JT)	H. Jouhara (HJ)
T. Baker (TB)	H. Lee (HL)
M. Greenberg (MG)	T. White (TW)
S. Gora (SG)	M. Moktan (MM)
N. Sivanathan (NS)	K. Evoy (KE)
A. Al-Anfaji (AA)	

1. INTRODUCTION

- 1.1 In the absence of Chairman, CEC Chair Simon Paish, welcomed all present. AP confirmed the apologies received.

2. APOLOGIES

G. Hartill (GH)	C. Ingram (CI)
A. Du (AD)	E. Robinson (ER)
J. Blake (JB)	K. Hanson (KH)
M. Osborn (MO)	T. Poole (TP)
S. Engwell (SE)	G. Hayes (GWH)
N. Cartlidge (NC)	

Absentees	K. Huntington (KHU)	Joanna Li-Mayer(JL)
	B. Takala (BT)	N. Asselin-Miller (NAM)
	C. Maycock (CM)	Y. Yan (YY)
	D. Firmin (DF)	R. Shah (RS)

3. AGREEMENT ON AGENDA

- 3.1 Agreed as presented.

4. MINUTES OF LAST MEETING

- 4.1 No amendments suggested by those present. Agreed as presented.

5. MATTERS ARISING AND ACTIONS FROM THE LAST MEETING

- 5.1 Most areas and YMP submitted event plans. NEA may need some support to plan their events. **Closed**
- 5.2 BT was expected to contact Lesley Lensen (IMechE) to obtain further information on social media aspects of HQ. BT suggested that he contacted Lesley and is awaiting a response. **Open (Action BT)**
- 5.3 BT to actively encourage members to use Twitter with help from EK. BT is unavailable to report back on the progress. AP and EK to remind BT about the actions outstanding. **Open (Action BT/EK/AP)**
- 5.4 Update/populate events calendar, and agree on the extent and access rights to the calendar (e.g. public vs. specified). **Open (Action AP/YY/SP/AD)**
- 5.5 EK provided contact details at Mini Car factory to KJ. **Closed**
- 5.6 KJ provided contact details for Sub-Sea Engineering Speaker to YMP. **Closed**
- 5.7 All area Chairs have submitted events plans and budget requests for remainder of 2016 as VL requested. **Closed**
- 5.8 ER and GWH not available to update on the progress made on publicity for "Ageing and Automation" event planned for 9th November. ER to contact Kevin Manning to setup online ticket booking. **Open (Action ER/GWH)**
- 5.9 Katherine Phipps provided the contact details for Tim Baker (University Design Challenge). There is no need to invite Katherine to a GLR meeting. **Closed**
- 5.10 VL confirmed that all areas and YMP have submitted budget plans for Jan-Dec period of 2017. **Closed**
- 5.11 Due to resignation of Media and Publicity Officers, their roles have been advertised. **Closed**
- 5.12 CI was not available to comment on the compilation of the electronic version of committee role descriptions. **Open (Action CI)**
- 5.13 AP updated the SWA area activities as an Appendix to minutes. **Closed**
- 5.14 SP reported on the progress of the plans to organise new member evening event in 2016. **Closed**
- 5.15 AP to provide IMechE process engineering division contact to KH. **Open (Action AP)**
- 5.16 EK provided the contact at BP (Drilling Simulator) to KH. **Closed**
- 5.17 JT summarised the progress made on the joint events/debates proposed (Small Modular Reactors and Railways). **Closed**

- 5.18 AD has liaised with Clive Price to appraise the STEM evaluation tool. His comments were circulated to the committee members. **Closed**
- 5.19 AD was not available to report on the progress made on setting the GLR events calendar as public. As there is no common agreement on the action, this to be combined with action above in 5.4. **Closed**
- 5.20 Meetings dates confirmed in advance. **Closed**

6. COUNCIL/RSB UPDATE

- 6.1 The Chair, CI, was absent but has provided an email update, which SP read to the committee members present.
- 6.2 CI Report: GLR Committee requests (suggested in previous meeting) were put forward; email addresses as per our names can be ordered through Kevin Manning as required and REng will be talking to all PEI's in respect to Brexit. Near you updates are an ongoing thing. Otherwise it was confirmation that we run with our current four themes as before, engagement, development, outreach and education, and I gave a low down of events of the last 3 months.

7. HON. TREASURER'S REPORT

- 7.1 VL presented a brief summary of current budget/bank balance.
- 7.2 Current bank balance is £3163.10 – no change since last reported in June.
- 7.3 Another £3917.67 is available and yet to be requested (remaining budget for 2016).
- 7.4 A further £4250 may be available through provisional Chairman's fund, if required. Counting on Chairman's fund, a total of approximately £11,000 is available to GLR Committee till the end of 2016.
- 7.5 There is no progress with the NEA bank account setup. **Action RS**
- 7.6 GLR budget proposal for 2017 submitted (Total £26,600, comprising £14250 for CEC, £7504 for YMP, £1500 for SEA, £1969 for SWA, £1510 for NWA, and £1050 for NEA). Once the income from each respective area/YMP (£450 from YMP, and £665 from SWA) has been added, the total request comes down to £26600.
- 7.7 Although the budget request appears to be significantly higher than previous requests, it is still in par with that for 2016. In reality, this amount may not be spent as the experience indicates.

- 7.8 IMechE has already forewarned that most likely amount granted will be around £11750 (similar to 2016).
- 7.9 The strategy should be to continue planned activities and events as budgeted and request for further funding if and when required.
- 7.10 CC asked what the spend pattern is. VL replied that it is higher than usual £36/day rule. CC suggested to apply a factor to normalise request vs. historical spend.
- 7.11 SP asked if YMP has spent their allocated budget completely and EK responded YES. CC/SP recommended that YMP to continue with their planned events and request additional funding when needed.
- 7.12 EK suggested a meeting of YMP and Area Chairs to consider how to spend the available (ear marked) budget by end of 2016.
- 7.13 SP also raised the question about the overcharging by catering. Can a money back request be made for the overcharged amount? **Action VL/CI**
- 7.14 CC suggested setting up an overdraft for YMP and VL re-negotiate the YMP budget if VL agrees. VL said although funds are available, she cannot give money to YMP because it is not approved by GLRC. EK raised the point that he has already provided a budget request for the rest of 2016, which GLRC (CI) approved.

8. IMECHE LIBRARY SERVICES

- 8.1 Laura Beduz (IMechE - Information Officer) was absent; hence the planned presentation was cancelled.

9. GLR COMMITTEE REMAINING VACANCIES 2016/17

- 9.1 SP welcomed the new volunteers who have expressed their willingness and turned up today. All present, including volunteers introduced themselves.
- 9.2 AP presented a list of vacant roles and called upon interest from the new volunteers.
- 9.3 Following volunteers shown I the list below have taken up the vacant roles. EK also suggested YMP has further vacancies and invited younger volunteers to join the YMP.
- 9.4 SP suggested a possible new role of Social Secretary, under CEC.

Panel Position	Current	Nominee
Publicity Officer	Phil Mackenzie	Helena Lee

Assistant Publicity Officer	N/A	Mani Moktan
Media Officer	P. Kapadia	N. Sivanathan
Ordinary Member	N/A	Kier Evoy

9.5 CC briefed on the Women in Science and Engineering (WISE), a role that exists within NWA and suggested that HL be in touch with the NWA to obtain further information. It is suggested that HJ and AP put HL in contact with the NWA. EK also suggested HJ to get in touch with YMP counterpart. **Action AP/HJ/EK**

9.6 CC then raised a serious issue that affects the committee's ability to fully function; that is the continued absence and inaction of Social Media Officer, a vital role. He raised the question, "can a rule be included with GLRC to say that if an important office bearer is absent from committee meetings for more than certain percentage of meetings, can he or she be assumed to have vacated the role"? EK said there is already such condition exists within IMechE rules. HJ said if a volunteer doesn't take his role seriously, then he should be stuck-off without question. It has been agreed that GLR Chair should find out from IMechE how to deselect a volunteer. **Action CI**

10. REGIONAL PLAN

10.1 ENGAGEMENT

10.1.1 Events (Attendance/Reporting):

10.1.1.1 CEC events have already been discussed during CEC committee meeting.

10.1.1.2 SP suggested that YMP appoint a person to prepare Quarterly Progress Report (QPR). **Action EK**

10.1.2 Volunteers and Succession Planning:

10.1.2.1 AP said a good number of volunteers have put forward their names but only a few have attended today's meeting due to various reasons.

10.1.2.2 SP/HJ raised a concern about succession planning, suggesting that main roles are supposed to be elected rather than pre-decided.

10.1.3 Regional Concerns:

10.1.3.1 SP raised a concern on how each area updates NearYou. Each Area/YMP to nominate a specific officer and then report contact details to GLR Secretary/Kevin Manning to obtain access. It would be helpful to prepare guidelines to Area/YMP on how this process should work. **Action AP/CI**

10.1.4 Use of Media/Social Media:

10.1.4.1 BT was not present at the meeting and both Publicity and Media Officers have recently resigned from their posts.

10.1.4.2 SP suggested a framework should be put in place to remove access to GLR accounts once a volunteer has been removed or he/she has voluntarily vacated the post. That process must be streamlined between committee and Kevin Manning. **Action AP**

10.2 **DEVELOPMENT**

10.2.1 Area Updates

10.2.1.1 All areas have submitted event plans and budget requests for both remainder of 2016 and 2017.

10.2.1.2 SWA: AP briefed SW area update on behalf of the SW Chair.

- (a) Due to summer break, no events/activities have taken place.
- (b) Visit to Blue Bell Railway is planned for 8th October 2016 (see NearYou). SWA Secretary has managed to negotiate a deal with the train operator to give 25 free travel tickets from Clapham Junction to East Grinstead. A panel meeting is also planned for next week.
- (c) Recently RR has joined the SW panel and will work to ensure improved liaison/event publicity within Kingston University. He also volunteered to GLR committee as the STEM coordinator.

10.2.1.3 NWA: HJ briefed.

- (a) A new committee has been elected recently.
- (b) A number of events are in the pipeline, including energy conservation, new innovation in waste management, and a site visit to a steam equipment manufacturer (Brunel paying £200 towards costs).

10.2.1.4 SEA: MS briefed.

- (a) A social media officer has been appointed.
- (b) Event on "Liquid Nitrogen as an Energy Vector" planned for 11th October.
- (c) A further event planned: Equipment to use in Hazardous Environments (17th November).
- (d) A SEA member (Derek Adams) organised an event at HQ with CEC: Corrosion Management Solutions in the Oil and Gas Industry (25th October)

10.2.1.5 NEA: RS was absent.

10.2.1.6 YMP: EK Briefed.

- (a) An event on "Offshore Engineering" lead by AD is happening right now in another room of the HQ.
- (b) A Get Registered Event planned (4th October).
- (c) Liaising with HQ on website, library and MPDS. HQ has prepared a new strategy document. HQ also requested YMP to represent at PI event.

10.2.2 Get Registered/New Member/Member to Fellow

10.2.2.1 SP said he is working to organise a New Member Event.

10.3 **OUTREACH**

10.3.1 Professional Engineering Institution (PEI) liaison

10.3.1.1 Royal Aeronautical Society: RAeS (CC report)

- a) Events and activities were discussed in detail at the CEC meeting earlier. Nothing further to add.

10.3.1.2 IET (GWH report)

- a) GWH was absent.

10.3.1.3 IChemE (KH report)

- a) KH was absent.

10.3.1.4 Off-Shore Engineering Society (AD Report)

- a) AD was absent.

10.3.1.5 ICE (JT report)

- a) JT provided a detailed report during CEC meeting earlier.

10.3.2 Divisions and Groups (D&G) Liaison

10.3.2.1 Railway Division (NC report):

- a) NC was absent.

10.3.3 Promote Membership Growth

10.3.3.1 Media/Publicity Officer Report

- a) Both Media and Publicity officers have resigned hence updates will be expected at the next meeting once new volunteers get up to speed. AP to put the new volunteers in touch with the relevant contacts (e.g. Kevin Manning/EK/Pareen, etc.). **Action AP**

10.3.4 Christmas Lecture – 2016

10.3.4.1 SP and GWH are communicating further to finalise arrangements.

10.4 **EDUCATION**

10.4.1 YMP Activities (EK Report)

10.4.1.1 EK said Big Balloon debate is planned for 11th October jointly with IET.

10.4.2 University Design Challenge (TB report)

10.4.2.1 Nine universities have signed up for next year (Imperial College still not interested). Currently first year challenge only. 2nd year challenge is yet to be established.

10.4.2.2 SP asked what committee can do to help UDC organisers. TW said help in getting through to heads of departments of universities (as IMechE) would be one help. TB said he will think about that further. He felt someone high up in IMechE can get involved to help the cause. **Action TB**

10.4.3 STEM Events:

10.4.3.1 RR and EK to liaise on how to progress STEM activities coordination. **Action RR/EK**

10.4.3.2 AD reported back on the STEM evaluation tool with help from Clive Price (email to committee members). EK also added that the tool is very helpful.

11. **AOB**

11.1 CC said careers advice from IMechE for people who lost out on the academic studies is lacking. He said RAeS has a better approach but IMechE haven't put anything in place. GLR Chair (CI) should raise this at the RSB. **Action CI**

11.2 MS raised an issue on the poor choice of IMechE merchandise available, specifically for female members/presenters. The main concern is when event presenters are to be given a memento of some sort, there is only a very limited choice. GLR Chair should raise this with the IMechE. **Action CI**

11.3 SP suggested that GLR committee could prepare a statement of the sort "We don't believe the current merchandise available is appropriate to be presented to voluntary speakers. A gender neutral

selection of merchandise must be made available to the committee. Our members are not satisfied with the service and the committee expects a better service." AP to draft a letter and circulate to committee for further comments and the CI to pass it to IMechE HQ.

Action AP/CI

12. FUTURE MEETING DATES

Wednesday 26th October 2016

13. CLOSE.

Anura Perera

Hon. Secretary
GLR Committee

21st September 2016

ACTIONS ARISING

Minute Reference Number	Owner
5.2 Social media aspects of HQ (contact Lesley Lenson)	BT
5.3 Remind BT about encouraging members into Twitter	AP/EK
5.4 Update GLR calendar and decide on access rights	AP/YY/SP/AD
5.8 ER to contact Kevin on online ticket booking	ER/GWH
5.12 Distribute e-version of committee role descriptions	CI
5.15 Provide Process Division contact to KH	AP
7.5 Report on NEA bank account setup	RS
7.13 Money back request for overcharged catering	VL/CI
9.5 Provide HL with NWA and YMP contacts	AP/HJ/EK
9.6 De-selection of inactive committee members-contact HQ	CI
10.1.1.2 YMP to appoint named person for QP reporting	EK
10.1.3.1 Area updates on NearYou. Prepare guidelines.	AP/CI
10.1.4.2 Removing account access from resigned volunteers	AP
10.3.3.1 Provide contacts to HL, MM and NS with Area/YMP	AP
10.4.2.2 How GLR can support UDC activities	TB
10.4.3.1 RR to liaise with EK on STEM activities coordination	RR/EK
11.1 IMechE Careers advice to members	CI
11.2/11.3 Letter to HQ on Poor choice of merchandise	AP/CI
CEC Actions.	
Help publicity of RAeS "Light Aircraft Design" event in NearYou	CC/ER/EK
Additive Manufacturing Lecture: Linking with RAeS	CC/SP
Joint event with Engineers - Ireland	HJ
Recruiting a Social Events Secretary for CEC	SP/CI
Drones for Humanitarian Aid – NearYou Publicity	CC/EK
Progress report on "Small Modular Reactor" event	JT
Progress on talks with ICE "Railway Subsidy" event	JT
Distribute E-version of event flyer to members	SP

CEC Minutes (17:30 to 18:00)

Attendees: SP, MS, AP, Area/YMP Reps, Other Committee members

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

1. CEC Budget requests for remainder of 2016 and Jan-Dec 2017 submitted.
2. An event programme (with Richard Guy's help) flyer is ready as a first draft.
3. CC updated on the Gresley P2 lecture planned for 28th September in Hammersmith.
4. MS updated on the event "Corrosion Management in Oil and Gas Equipment" to be held on 25th October at HQ. MS requested SP to inform welding institute. A speaker from Belzona will do the presentation.
5. CC briefed on the 14th November RAeS conference on light aircraft design. £300 sponsorship (£250+VAT) from GLR. Registration fee is £60 p/p including lunch. Booking can be made on RAeS website. EK and ER to help on publicity in NearYou. **Action CC/EK/ER**
6. NW Area events include TfL Points Upgrade (23rd Nov) and Members Evening (30th Nov). Clair Maycock will talk on the day.
7. Christmas Social (GLRC/IET) – Fix committee meeting date and then the arrangement will follow.
8. Christmas Lecture (Joint IMechE/IET) – Seven Ages of Mankind. £2500 contribution from GLR.
9. Engineering Aspects of Forensics by Prof. Mark Williams: 2017 January
10. Additive Manufacturing of Metallic Parts by Airbus (Joint lecture with GLR/Welding Institute): 22nd February 2017. Explore possibilities of linking with RAeS. **Action SP/CC**
11. Hussam Jouhara (HJ), NWA Chair suggested a joint event with Engineers-Ireland. HJ has close contacts with the Irish committee. SP suggested that he follows usual procedure and propose an event for consideration. **Action HJ**
12. A proposal to hold a joint event with IChemE.
13. Improve on Social Events. SP asked if we can add a Social Secretary to the CEC committee. Contact CI to decide. **Action SP/CI**
14. Renewables lecture planned with IMechE New Zealand has been cancelled.
15. CC proposed a new event for 16th February 2017. Event title: Drones for Humanitarian Aid. A £200+VAT sponsorship requested from GLR. Event to be held at RAeS, 4 Hamilton Place, W1J 7BQ. CC asked EK to help with publicity in NearYou. **Action CC/EK**
16. A new event proposal on Fibre Optics in March 2017.
17. A new proposal on "Hydraulic Research Lollipop" in 2017 Q2 or later. SP said May 2017 is preferred.
18. Date for Calendar: Light Aircraft Design". RAeS, November 2017.

19. JT said he is not sure if the "Small Modular Reactors" event will go ahead as planned for January 2017. SP suggested that JT confirm the status as soon as possible. **Action JT**
20. JT also suggest a debate on "5 Billion Government Railway Subsidy". Cooperate with the Railway division. Date in March 2017. JT will also talk to ICE. **Action JT**
21. The new event programme/flyer in electronic format to be emailed to all members. **Action SP**