

Environmental Professional Sector Council

12th June 2024 @ 11:00am

SOE Offices Westminster

MINUTES

Welcome

Attendees & Apologies for Absence

Minutes of Meeting

(6/3/24)

Actions Arising

- Contact sector Chairs to collaborate on Standards piece – SB
- Create piece on what it is to be a volunteer sighting role we want to fill - OT
- Firm up on dates and topics for webinars – DR OT
- Identify SOE members involved in or are involved in BSI to assist with standards page - OT

Committee Construct & Interaction –

- Terms of office exceed.
- Review and identify replacements.
- Introduce Ryan King and discuss opportunities to engage and develop young engineer membership and involvement.

Reporting on Activities

- SOE Board and Head Office Restructure – *status on recruitment*
- Engineering Council Updates – SOE representative report
- Content of the Society's journal and web.
- Environmental Engineering of products and systems.
- Joint Sector Chairs meeting.
- Webinars, Journal and Website Support

SocEnv

- Status of SocEnv Registration Process.
- Support to SocEnv Committees and Registration Panels
- Assessor Training
- Registrant Numbers
- REnvTech Registration Grade

AOB

Welcome

Attendees & Apologies for Absence

Attendees

EPSC

Steve Burnage	SB
Dave Richards	DR
Stephen Tweed	ST
Ryan King	RK
Chris Tam	CT
Graham Couser	GC

SOE

Chelsea Gilkes	CG
Caroline Harris	CH
Greeshma Suresh	GS
Emma Thompson	ET

Apologies

Alan Fitzpatrick	AF	
David McMorris		DM
Richard Battrick	RB	

Chairman Steve Burnage (SB) welcomed the committee and relayed apologies.

Minutes of Meeting

(6/3/24)

Only discrepancy with the previous minutes in March was Emma Thompson (ET) was not noted down as present but attended.

Everyone has agreed with the content of the minutes.

Actions Arising

- **Contact sector Chairs to collaborate on Standards piece – SB**
Alister Reid provided a summary of the Standards Development Report (attached). However, it is outdated with regards to SEE, particularly in terms of the names of individuals.
- **Create piece on what it is to be a volunteer sighting role we want to fill – OT**
This task is currently with Marketing. Recent advertisements have focused on the CV show and skills challenge, but it is on SOE's radar. Understanding volunteer activities is crucial for SOE and beneficial for networking.

ET and Alistair Reid (AR) are discussing creating a list to track which committee members or

volunteers are attending events.

CPD was discussed, noting that a new platform is being introduced. ET provided further details on the type of information that can be submitted and the submission process.

- **Firm up on dates and topics for webinars – DR & OT**

This is a recurring request from Steve.

Greeshma Suresh (GS) received feedback from a member who mentioned they have only received one webinar relevant to their line of work. Many previous webinars have been related to IRTE, which poses a challenge for members when submitting their CPD.

Oliver Teasell (OT) and GS have identified that each sector needs to submit content for their webinars.

GS, OT, and the Web Administrator will review the membership breakdown to determine relevant content and tailor the CPD program to members' interests.
to

Action: EPSC to provide content for two webinars, which will suffice for the remainder of the year.

- **Identify SOE members involved in or are involved in BSI to assist with standards page – OT**

SB emphasised the need to monitor upcoming standards, similar to their approach with SEE, British Standard monthly publication "Standards Update" provides a list of new work items and the relevant BSI committee.

DR shared the CEEES TABME June 2024 document he prepared (attached). This document is fundamental for anyone in the environmental sector. To Note ALL SOE members are also members of CEEES – this should be announced within the journal / newsletter with a link to the CEES website.

GS inquired about how the information in the CEEES TABME will be communicated to members, suggesting it could be presented as a guide and through a webinar. GS mentioned Engineering UK's recent climate school program and proposed raising awareness in schools. She suggested a mini-campaign or leaflet that focuses on standards and provides a general guide, rather than detailed technical information. To Note: That there are environmental documentation specifically written for schools (Sweden) in the CEES website.

Action: The Navigating Engineering Panel event will be hosted on 30th July at SOE offices from 10-12:30pm. GS requested a representative from the environmental sector to attend.

Committee Construct & Interaction

- **Terms of office exceed.**

Every committee member's term has expired. Emma confirmed that elections will take place in October at the AGM, following the EGM on July 19th. Elections and reappointments will occur gradually over a two-year period. A major concern is finding individuals willing to step up. Emma requested committee members to provide testimonials about why people should join and what experiences they have gained, to be shared on social media channels.

- **Review and identify replacements.**

Action: Chris will send the names and details of potential SOEHK replacements to SB, as CT announced that he plans to step down within two years.

Action: GS will send a direct email, drafted by SB, to Environmental members to see if anyone would like to step up and join the committee, and inform them about the phased approach.

- **Introduce Ryan King and discuss opportunities to engage and develop young engineer membership and involvement.**

Ryan King (RK) was introduced to the team.

Action: ET to supply RK with materials and links to share with younger members, highlighting the free student membership and its career benefits.

Action: SB to provide RK with Paul Jenkinson's contact details. RK will reach out to Paul from the European Engineering Council for networking purposes.

Action: ET to set up an SOE email address for RK.

Reporting on Activities

SOE Board and Head Office Restructure – *status on recruitment.*

People

- Website Administrator Role (Part-time 3 days): Successfully recruited. Holly will be joining on 15th July.
- Business Development Manager Role: who will be joining the team, with the start date to be confirmed.
- SOE Staff Appraisals: Nearly completed, aiming to finish by the end of this month.

CPD Platform

- The management team has explored different platforms, with MA Business being the preferred choice. Emma is discussing a proposal further with Jon Benson.

Lapsed Member Campaign

- Efforts have begun to contact over 400 members whose subscriptions lapsed in 2023. An update will be provided at the June Trustee Board meeting.

irtec Free to Paid Membership Campaign

- Emails were sent to approximately 2000 free irtec members, advising them that free membership will end in 3 months. So far, 9 members have expressed interest in transitioning to paid membership.

CRG Concerns

- Concerns continue to be raised by the CRG, led by Bob Pax from the Wiltshire Centre. Caroline Harris (CH) and ET have considered many of these comments and are working on a response.

Marketing update

- Focus is on the Safety Awards, deadline for submission is 15th July
- Navigating pathway guide is still being promoted.

CV Show Partnership

- Notice has been served to the Commercial Vehicle Limited Liability Partnership that IRTE Services Limited will no longer be a partner of the Commercial Vehicle Show. This decision was made by the Trustee Board due to the deficit loss for the 2024 show.
- This opens opportunities to explore other possibilities for 2025. Staffing changes will occur, as two employees were dedicated to the CV Show.
- IRTE will still exhibit at the CV Show in 2025.

Mentoring Scheme

Engineering Council Updates – SOE Representative Report

The AGM is scheduled for 20th June.

Engineering UK regarding numbers will be provided.

A revision of the Engineering Council's Charter and Bye-laws is underway to create a separate HRB register.

SB noted that the Environmental sector is now in a stronger position with SOE and the Engineering Council.

Content of the Society's Journal and Website

Addressed in the points above.

Environmental Engineering of Products and Systems

Joint Sector Chairs Meeting

The meeting is scheduled for next week.

Webinars, Journal, and Website Support

Addressed in the points above.

SocEnv

- **Status of SocEnv Registration Process.**

Not receiving many from the UK. This is an area that could be promoted.

Professional Registrations:

1005 CEng

1237 IEng

2250 EngTech

364 CEnv

5 REnvP

155 Affiliate Registration

5017 Total registrations

Action: SB to send ET the list of engineers categorised by their respective categories. **(Action Closed).**

Support to SocEnv Committees and Registration Panels

SocEnv is seeking volunteers from the Environmental sector.

Assessor Training

No assessor training has been scheduled for SocEnv since the last license update. SocEnv should be included in any future assessor training sessions. Refresher training is conducted every two years. Proposed to initiate a training session next year.

Registrant Numbers

REnvTech Registration Grade

Assessor training is needed to advance this registration grade.

AOB

- DR reported that a two day meeting of CEEES had occurred during the previous week in Berlin. The first day comprised meetings of the CEEES Technical Advisory Boards followed by a meeting of the CEEES council. The second day comprised a conference held as part of ILA (Berlin airshow). DR provided an overview of the Conference on Environmental Testing and Engineering in Aerospace, which he attended (PDF attached).
- DR also discussed the CEEES website. He explained that the original site had been gifted by a past president of CEEES. However, it was set up by his son and for various reasons contact had

been lost. As a consequence, CEEES did not have full access rights to the site. Over the years several unsuccessful attempts have been made to obtain full rights. The German company recently tasked with updating the site have also failed but to obtain full access rights. As a “plan B” the revised site has been switched to the name CEEES.EU (from CEEES.org). The site when live a month or so ago and DR walked the meeting through the site content. Currently the site content is largely extracted from the old site and still requires a number of changes. As a participating organisation the SOE website is referenced and has its own page. Information about SOE can be found on the website: <https://ceees.eu/about-us/societies/>. In the near future the SOE will be given access to modify this page themselves. DR said he also wants to see a standards drop-down menu in the same manner as the old site.

- DR reported that CEEES is constituted in Belgium and uses a Belgium bank. The CEEES treasurer reported that new rules meant that the bank account was due to be frozen until certain criteria could be met. Unfortunately, due to the way CEEES is constituted meeting those criteria in the medium term is unpractical. As an interim solution, it was agreed that the CEEES funds be temporarily transferred to the German society (GUS) [this was viable as 3 of the 4 GUS board members were at the CEEES meeting]. In the longer term CEEES would be registered in another country.
- Ever since the SOE absorbed the SEE the CEEES membership fee has been offset by the cost of the UK managing the CEEES website (David Richards and Chris Walker). This was a convenient arrangement. However, now that control of the website has moved the SOE will have to start paying membership fees (Euro 660).
 - Action: DR will further discuss this with the marketing team.
 - Action: DR to provide exact costs of membership fees to ET for consideration by the trustee board.
- In a separate issue Chris Walker has historically been thanked for his efforts of being the CEEES webmaster by awarding him a prize, of around £200 every 5 or 6 years. DR said his company and CEEES would pay for this, but it would be better if it was awarded by the SOE.
- Background information for SOE staff. CEEES was originally created in 1984 and the UK was a founder member. It allows technical interchange across Europe and has supported several bids for EU money. It has also undertaken several pan-European items of work. Everybody in the SOE is a member of CEEES and is entitled to attend CEEES events and, if relevant, discount on courses. The recent on-line reliability work shops (CEEES in-conjunction with Bradford university) are an example. The UK are overdue to take the presidency for which CEEES funding is available.
- SB announced that he intends to step down as Chair of Environmental at the end of this year.

Table of Actions Arising

<u>Action</u>	<u>Description</u>	<u>Owner</u>
Webinar Content to SOE Marketing department	To provide content for two webinars, which will suffice for the remainder of the year.	ESPC
Navigating Engineering Panel event- 30th July at SOE offices from 10-12:30pm	GS requested a representative from the environmental sector to attend.	ESPC
	Chris to send the names and details of potential SOEHK replacements to SB.	CT
Email to be drafted to members	GS to send a direct email, drafted by SB, to Environmental members to see if anyone would like to step up and join the committee, and inform them about the phased approach.	GS/ SB
CEES	To further discuss this with the marketing team.	DR
CEES	To provide exact costs of membership fees to ET for consideration by the trustee board.	DR
Materials for younger members to join	ET to supply RK with materials and links to share with younger members, highlighting the free student membership and its career benefits.	ET
SOE Email address	ET to set up an SOE email address for RK.	ET
Contact details	SB to provide RK with Paul Jenkinson's contact details. RK will reach out to Paul from the European Engineering Council for networking purposes.	SB

Dates of 2024 Meetings

6th March 2024 – Virtual

12th June 2024 – SOE Office

11th September – Virtual