

Railway Division Handbook

Issue 1 June 2009

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1 Introduction

The Railway Division of the Institution of Mechanical Engineers is one of eight Engineering Divisions of the institution. It came into being on the amalgamation of the former Institution of Locomotive Engineers and the IMechE.

This handbook contains rules for the organisation and administration of the Division and guidelines for Members and Staff administering the Division.

It shall be reviewed annually at the Board meeting prior to the AGM.

2 Terms of Reference

2.1 Mission

To be the presence of the I Mech E and to pursue its mission and vision in the railway sector

2.2 Vision

For the I Mech E to be the pre-eminent professional engineering institution in the rail sector in the UK and a leading actor on the European and World stages.

2.3 Scope

The Division consists of I Mech E Members of all grades professionally involved in or interested in the science and practice of Railway Engineering. Its scope covers research, design, development, procurement, manufacture, operation, maintenance and disposal of traction, rolling stock, fixed equipment and their components within Rail, Rapid Transit and all forms of Guided Surface Transport.

2.4 Objectives

The Division is encouraged by the Divisions and Groups Policy Framework (which documents best practice guidelines) to contribute within the rail sector and globally in partnership with other Divisions to:-

- developing a learned society programme that meets the members expectations
- influencing government and other relevant bodies such that the Institutions input is sought and recognised as a repository of knowledge and professional expertise
- maximising media opportunities to raise the profile of mechanical engineering and the institution
- achieving the Divisions and Groups budgets
- collaborating with other Divisions, Groups, Regions and Centres

- establishing close working relationships with other institutions, external bodies regionally, nationally and internationally (e.g. through associations such as the Railway Engineer's Forum)
- liaising with parliamentary and public bodies
- Encouraging the participation of younger members.

The Institution's Technical Strategy Board is required, in conjunction with D&G Boards, to set of strategic objectives and measures for monitoring progress against these objectives.

3 Rules for the Conduct of RD Board and Sub-Committees

3.1 Rules for Conduct of the Railway Division Board

3.1.1 Composition of the RD Board

The governing body for the Railway Division is a Board elected by those members that are affiliated to it.

The RD Board shall comprise as a minimum a total of 14 elected persons of which 4 must be under 38 years old. There shall be a minimum of: -

- One Chair
- One Deputy Chair
- Three Vice-Chairs
- Nine ordinary members

Elected members shall stand for re-election every three years and shall not normally serve for more than 6 consecutive years as elected members unless they are appointed as Vice Chairman, Deputy Chairman or Chairman.

The Board may co-opt additional members where they can contribute to the objectives by making a significant contribution to the activities of the Division such as, for example, leading an initiative, carrying out work or chairing a committee, but they will have no entitlement to vote.

Board members will be expected to assist in coordination of activity by representing the Board on a sub-committee or by leading a particular initiative on behalf of the Board.

Past Chairmen will be automatically be conferred co-opted status for a period of three years after their Chairmanship

Chairmen of sub-committees, where not already Board Members will be automatically conferred co-opted status for the duration of their sub-committee chairmanship as will the editor of the Journal of Rail and Rapid Transit.

On the basis that they have been elected by their Centre, Centre Chairs shall be entitled to vote.

The number of co-opted Members shall not exceed the number of elected Members.

The Board shall be quorate if either of the Chair or Deputy Chair is present and a minimum of 50% of the Members entitled to vote are in attendance.

The Chair shall normally seek to reach decisions by mutual consensus between all elected members present. In the event of a failure to achieve such a consensus a vote of elected Members present shall be taken and a 2/3 majority of these Members shall be required to carry a decision.

The Chairman's Advisory Panel (CAP) shall nominate the Chair, Deputy Chair and Vice-Chairs for the next session from the Board membership. The Board shall be invited to approve these nominations.

In the event of any opposition to the CAP nominations the normal decision making rule shall apply. (i.e. a 2/3 majority of elected Board Members present shall be required to carry a decision)

CAP may make its nominations from both elected and co-opted Board Members.

The Chairman shall normally serve for one year and may not serve for more than three years without the agreement of TSB.

The Deputy Chair will normally be the successor to the Chairmanship. The Deputy Chair will normally be selected from the previous year's Vice Chairmen.

Unless they are already chair of a sub-committee vice chairmen will normally be expected to contribute by acting on behalf of the chair as co-ordinator for a particular activity.

To be eligible for the role of Chairman and Deputy Chairmen, Board Members must be of Fellow status.

It shall be the responsibility of the Chairman of the RD Board, sub-committees and Centres to review the attendance at meetings. Committee members (elected or co-opted) whose attendance falls below 50% over an 18 month period shall be invited by the Chairman of the Board or Committee to consider their position. This condition shall however be relaxed in the event that relevant meetings have been arranged or rearranged at short notice by the Chairman.

Staff shall produce the necessary attendance statistics for Chairmen of committees and shall produce a summary statement of committee attendance for review by the Chairman's Advisory Panel and Board meetings prior to the AGM

3.1.2 Elections

A January Board Meeting will normally note the vacancies that will arise and agree a deadline for nominations

Corporate Members of the Railway Division will then be advised of the Corporate Members nominated by the Board to fill the vacancies and be invited to submit other nominations. This advice will be by means of e-mail, "AGENDA" and announcements at meetings.

Nominations must be signed by two Corporate Members of the Division and include the written consent of the person nominated.

Notice of elections must be given to members no later than 14 days before the deadline for nominations. This notice must also be given no later than 7 weeks prior to the AGM.

When the number of nominations does not exceed the number of vacancies those nominated shall be elected

When the number of nominations exceeds the number of vacancies a ballot shall be held. The ballot must start no later than 31 days prior to the AGM and finish 3 days prior to the AGM. All Members must be afforded the opportunity to vote.

The result of the election must be announced at the AGM and published on the Division's website as soon as possible thereafter

Notice and voting will normally be by electronic means. Elections will be announced in Agenda and an email will be sent to all members of the Division. If the election is contested, an email will be sent to all members and details of the candidates will be posted on the website so that Members may be provided with sufficient detail about the candidates to enable them to make an informed choice. Members will be allowed to vote for as many vacancies as exist – i.e. if there are five vacancies and seven candidates, members will be allowed five votes each. Members without access to the internet may contact the staff to make other arrangements.

3.1.3 Executive

The purpose of Executive shall be to maintain an effective and efficient management of the Division's affairs whilst referring policy matters back to the Board for approval.

The Chairman of the Board shall Chair the Executive.

The Executive shall comprise as a minimum

- Chairman
- Deputy Chairman
- Immediate Past Chairman,
- One other Vice Chairman
- Sub-Committee Chairs

- RD Railway Engineer's Forum representative

The Executive may co-opt additional members to executive where they can contribute to the objectives, by making a significant contribution to the activities of the Division such as, for example, leading an initiative, carrying out work, or chairing a working group.

3.2 Board Sub-Committees

The Board may establish standing or task related committees that are appropriate to their level of activity. The Board is responsible for monitoring a committee's effectiveness in line with its overall objectives and disbanding it once its purpose is served.

The Division currently has the following sub-committees

- Young Members
- Lectures
- Seminars and Conferences
- Visits
- Communications
- Prizes and Awards

Annex 2 details the remit and composition of each Committee.

3.3 Chairman's Advisory Panel

The purpose of the Chairman's Advisory Panel shall be to maintain a tentative plan of succession. It shall review the succession plan for Chairmanship, Deputy Chairmanship and Vice-Chairmanship for the years ahead, sharing the appointments as evenly as possible between the different sectors of the railway engineering industry. In particular it will:-

- Nominate to the Board RD Chairman and the Deputy Chairman from one of the Vice Chairmen
- Nominate to the Board RD Vice Chairmen
- Nominate new Board Members to the Membership

The panel shall meet prior to the last Board meeting of a session (in order to submit nominations for the next session to the Board for endorsement to prior to the AGM) and otherwise as required by the Chairman to consider matters related to succession planning.

The Chairman's Advisory Panel will compose the Chair plus the Past Chairs for the previous 5 years.

3.4 Centre Chairs and Secretaries Meeting

The purpose of the Centre Chair and Secretaries meeting is

- To facilitate 2 way communication between Regional Centres and HQ
- To enable sharing of best practice between centres

- To identify areas of common concern

The meeting reports to the Board and is chaired by the RD chairman

4 **AGM**

An AGM will be held at which an Annual Report on the Division's activities shall be presented.

The Chairman, assisted by the responsible staff member, and using the Institution templates shall compile an Annual Report. This will normally include the same information supplied to the Trustee Board in February.

The Chair, Vice Chair and elected Members will be announced at the AGM

The AGM shall be held in early May. The AGM shall be announced in AGENDA, on the Divisions website and by e-mail to Members of the Division. Advice of the AGM and elections shall normally be within the same notice to members.

The record of the last AGM shall be displayed in the foyer

The notes, scripts and formats of the AGM shall follow the Institution Template and the documents will be drafted by the staff member responsible for the Division's administration.

5 **Rules for Centres**

5.1 Names and Territories of Centres

A Centre is defined as a collection of Division Members in any territory for the purpose of advancing any of the objects of the Division in that territory

There are currently six UK centres of the Railway Division each of which has been established to suit the location of rail industry

Each Centre shall be named after the territory in which it operates. Such territories shall be subject to addition, alteration or adjustment from time to time by the Railway Division Board as may be considered expedient.

Railway Division Centres are located as follows:

Midlands
North East
North West
Scotland
South East
South West

5.2 Objectives of Centres

The objectives of a Centre, pursuant to Article 7 of the Charter, shall be to aid the Division Board in their pursuit of the aims and objectives of the Institution in general, and of the Railway Division in particular, in the territory covered by the Centre, by arranging meetings for the delivery of presentations and informal discussion, by arranging visits to works and objects of scientific and educational interest to members and in such other manner as may be considered suitable by the Railway Division Board.

5.3 Membership of Centres

Membership of a centre gives an individual the right to stand for membership of the committee of that Centre and, provided all other requirements are met, to participate in votes organised by the Centre. Each corporate member and non-corporate member of the Division whose recorded address is within the territory of the Centre shall be a member of that Centre unless, by notice in writing to the manager of the Institution's membership database, he has expressed a wish to be a member of another Centre, in which case he shall be a member of that other Centre. No person shall be a member of more than one Centre.

No subscription shall be required from any member of a Centre beyond that payable to the Institution prescribed in the By-Laws.

5.4 The Centre Committee

1. The affairs of each Centre shall be controlled by a Centre Committee (in these rules referred to as the Committee).
2. The committee will be of a size commensurate with the number of members of the Centre. As a minimum there must be six members of the committee. If the Centre wishes to have a committee containing more than twelve voting members, this must be approved by the Railway Division Board.
3. Two thirds of the committee must be corporate members of the Institution and members of the Railway Division.
4. Any member of the Railway Division Board who is a member of a Centre will be an ex-officio member of the Committee.
5. The Secretary must invite nominations for membership of the committee from the Centre membership at least two weeks prior to the Centre AGM.
6. The composition of the committee will be proposed by the committee and approved by the Centre at the Centre AGM. The committee may not veto any nomination that has been made and if the number of nominations exceeds the number of vacancies on the Committee an election must be held.
7. The Chairman of the Centre (who pursuant to Rule 6(iii) of the Rules for Constitution and Conduct of a Division is ex-officio a member of the

Division Board) shall be Chairman of the Committee. In these rules he is referred to as the Chairman.

8. The Chairman shall be a corporate member of the Institution unless specifically approved by the Division Board.
9. A Secretary must be appointed
10. The interests of Young Members of the Centre are to be represented on the Committee by a representative number of Young Members. If there should be no suitable Young Members, the Committee must nominate one of their number to represent the interests of current, and future, Young Members of the Centre.
11. One, or more, vice-chairmen may be appointed. They need not be corporate members.
12. Members of the committee may be allocated roles such as Treasurer or Meetings Secretary as the committee feels appropriate.
13. The term of office for the Chairman and the Secretary shall be two years. Each may be re-appointed for further terms, but should the Chairman stand for more than five years (whether continuous or not) this must be authorised by the Railway Division Board.
14. The term of office for other members of the Committee shall be three years. These terms will be managed to provide a stagger of retirements from the Committee.
15. The committee may decide to co-opt non-voting members who will be able to further the interests of the Centre and this is to be encouraged. Such people would be members of academic bodies or other engineering institutions, or people who by their attendance at ordinary meetings have demonstrated their ability to further the interest of the Centre.
16. The Chairman will be responsible for managing the active participation of all Committee members.

5.5 Voting rights

1. It is accepted that most decisions made within a Centre will be achieved by consensus, but where a vote is required the following will apply.
2. Only corporate members of the committee may vote at committee meetings. Three corporate members of the committee will constitute a quorum.
3. Only corporate members of the Centre may vote at meetings of the Centre.
4. When a vote is required to agree the membership of the committee, an election will be held in a manner approved by the Division Chairman.

5.6 Centre Handbook

The Centre Committee will produce a Centre Handbook to describe how the Centre will run its affairs. As a minimum this handbook will cover the following topics: -

1. how the Centre will meet the needs of the local railway engineering market
2. how the Centre will liaise with the Regional structure of the Institution
3. how the Centre will publicise its meetings
4. how the Centre will meet the current goals of the Institution and Division
5. how the Centre will develop the interests of the Institution and Division
6. how the Centre Committee will be organised, defining the roles and responsibilities of office bearers

5.7 Holding of meetings

1. Each year the Committee will decide a programme of ordinary meetings at which speakers may make a presentation relevant to the interests of the Centre
2. The Secretary shall be responsible for publicising Ordinary meetings
3. The Secretary shall ensure that a suitable record of ordinary meetings is kept detailing the venue, presenter, topic and attendance along with any other relevant information.
4. An AGM is to be held each year to which all Centre members are invited. This may be combined with an ordinary meeting and must be publicised (as a minimum) in a similar manner to an ordinary meeting.
5. Committee meetings are to be adequately publicised to members of the committee and held at least twice a year

5.8 Financial Matters

1. The Committee must identify one of their number to be responsible for running the financial affairs of the Centre.
2. At least two members of the committee must take responsibility for the total annual expenditure of the Centre and ensure that it has been spent in the interests of the Institution.
3. An imprest account will be set at an agreed amount for the Centre

4. This account will be reimbursed on presentation of evidence and justification of Centre expenditure using the financial procedures of the Institution and up to the limit of the Centre's annual budget
5. Expenditure must be accounted for in March, June and December even if this represents a zero return. A zero return will be assumed for September but if expenditure has been incurred a return may be presented.
6. Financial matters must be discussed at each meeting of the Centre Committee.

5.9 Centre Reports

1. The Centre Chairman is responsible for ensuring that:-
 - An annual report for the Centre is submitted to the Railway Division two weeks before the AGM of the Division, describing the activity of the Centre through the previous session
 - A Centre activity report is submitted prior to every Railway Division Board meeting
2. A report detailing the Centre's financial activity will be made available to the members of the committee taking responsibility for the Centre's financial affairs from the Financial Manager of the Institution when requested.

6 Statutory Requirements

The Division shall produce a 5 year business plan which shall inform the budgeting process

This plan shall be revised on an annual basis

7 Staff Support

7.1 Finance

Quarterly financial forecasts for the Division will be produced by the staff for review by the Chairman and Executive Committee

7.2 Roles and Responsibilities

This section defines the relationship between the members of the Institution in the Railway Division, their representatives and the staff employed by the institution.

The Board is the governing body of the Railway Division.

The members of the institution are organised by industrial sector (Divisions) whilst the staff are organised into a number of specialist departments covering such activities as events, marketing, engineering, professional development etc. The administrative secretariat for the Division is provided by the Events department. The Events department also organises events for the Railway Division under the governance of the Board's sub-committees (see Appendices 1 and 2 to indicate the nature of this support).

The "matrix" nature of the relationship between the organisational structure of the Members (industry sector) and the staff (functional specialities) means that the Railway Division is able to call upon the very wide range of expertise from the different departments. It also means that the various staff departments will inevitably be carrying out activities that affect members of

the institution in the railway sector represented by the RD Board and its committees.

Conversely it means that the RD Board and its committees will, in creating and delivering the RD business plan to meet the Institution's objectives, be benefitting from activities within the domain of expertise of the various staff departments. The success of the institution depends upon the efficient operation of this matrix structure by the RD Board, representatives and the staff.

To this end: -

It is the responsibility of the RD Chair and the appropriate heads of department to "sign off" the RD business plan and the appropriate finance and resources (whether under an RD budget line or within a departmental budget).

It is the responsibility of the senior member of staff responsible for the secretariat of the Division, Head of Engineering Programmes to advise the Railway Division Chair of any strategic initiatives under development within the various departments that may have relevance to the Railway Division or its Members and with the RD Chair to facilitate a close working relationship in respect of those issues and the relevant business plans.

- Individual members of the RD Board have allocated portfolios that align their activities with departments within the Institution, in order to facilitate this close working relationship.

It is the responsibility of the RD Chair to advise the Head of Engineering Programmes of any strategic initiatives under development within the RD that may have relevance to strategic initiatives under development within the various departments and, with the Head of Engineering Programmes to facilitate a close working relationship in respect of those issues.

8 Prizes and Awards

To be completed

9 Publications

9.1 Proceedings – Rail and Rapid Transit (PEP)

To be completed

10 Railway Engineers Forum

The Railway Division actively supports the REF (Railway Engineers Forum) in its objective to add value working with other Institutions with professional railway interests.

The responsibility extends to

1. Provision of a representative to the REF executive.
 - a. This person should be a member of the RD Board or Exec.
 - b. They should be of recognised industry standing.
 - c. They should be able to make decisions in REF discussions and report back to RD Executive and or the RD Board as appropriate.
2. Provision of a YM representative for REF YM activities
3. Working with the Institution staff to provide services to support REF, including staff attendance at REF exec. Meetings as required.

Service provision to the REF can include some or all of the following, depending on the profile of the hosting Institution.

Meeting rooms for REF exec. Meetings*

Admin support for REF exec. Meetings

Event management support*

Internal rates for room hire for events*

(Starred items have been agreed for 2009/10)

In addition, when the I Mech E is acting as host Institution (next in 2021/2) the commitment extends to:-

Provision of a chair of suitable industry standing for the REF.

Financial risk and reward for REF events.

11 Guidelines for Chairmen of Committees

11.1 General Guidelines

11.2 Duties of the RD Chair are as follows:-

Events

- i. Presenting the Chair's address (HQ + 5 Centres+Ireland – Sept Oct)
- ii. Introducing lectures (monthly except summer)
- iii. Hosting the Annual Dinner (March)
- iv. Hosting the Sumer Technical Visit (normally first week in May)
- v. Hosting the Past Chairs Lunch (Friday - first week of June)
- vi. Representing the RD at the IRSE Annual Lunch
- vii. Representing the RD the IRO Annual Lunch
- viii. Ensuring that the Handbook is reviewed annually and reporting to the Board prior to the AGM.

Meetings

- i. Chairing the RD Board (3 times per year)
- ii. Chairing executive (4 times per year)
- iii. Chairing the Chairs Advisory Panel (once or twice per year)
- iv. Chairing the Centre Chairs and Secretarys' meeting (twice per year)
- v. Attending Technical Strategy Board (3 times per year)
- vi. Attending Council (twice per year)

Tasks

On behalf of the RD Board: -

Leading and directing the compilation and delivery of the Division's annual business plan, liaising with the senior management of the institution and all the various staff departments to ensure that appropriate support, commitment and resources are in place for its delivery

Coordination of activity of the Division, within the Division ensuring close liaison between the activities of the Division secretariat, the Board and its sub-committees and the Divisions regional Centres

Managing Divisional activity not directly covered by a Board sub-committee (e.g. the procurement and promulgation of reports studies etc)

Providing rail expertise for the Institution in respect of Institution initiatives, consultations etc that are relevant to the rail sector.

Representing the Institution and providing expertise in rail or transport related strategic initiatives of government or lobbying associations

Representing the institution's rail sector membership in Technical Strategy Board and the Institutions Technical Strategy initiatives in the RD Board

Procuring a speaker for the annual lunch

11.3 Duties of the Chair of the Lectures Committee

To be completed

11.4 Duties of the Chair of Seminars and Conferences Committee

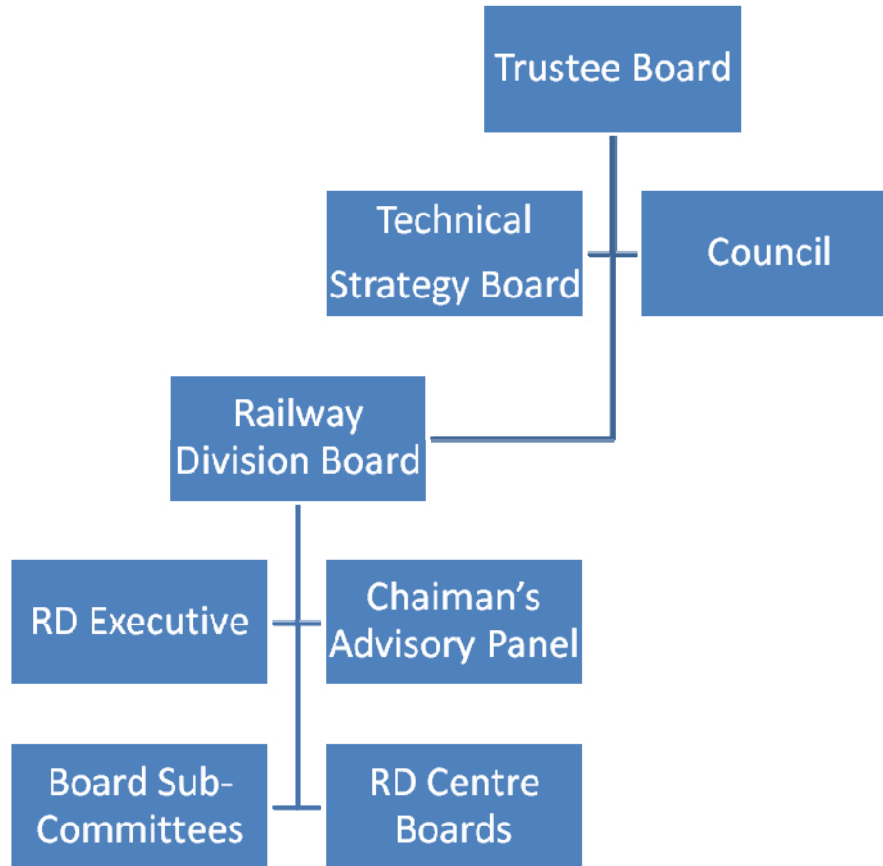
To be completed

11.5 Duties of the Chair of the Visits Committee

To be completed

11.6 Duties of the Chair of the Young Members Committee

Annex 1 – Organisation Chart



Annex 2 – Remit and composition of sub-committees

Lectures Committee

Purpose

- To deliver the 'Learned Society' objective through a technical programme of lectures and debates
- To make recommendations for the Institution and Division Prizes and Awards assisted by the Prizes and Awards committee
- To administer and make recommendations for the Stanley Herbet Whitelegg Travel Scholarship

Reports to

- The Board

Meets

- Five times per year

Composition

- 5-10 members from a variety of companies representing a cross section of the industry

Seminars and Conference Committee

Purpose

- To deliver the 'Learned Society' objective through a technical programme of seminars and conferences

Reports to

- The Board

Meets

- Five times per year

Composition

- 5-10 members from a variety of companies representing a cross section of the industry

Visits Committee

Purpose

- To contribute to the delivery of 'Learned Society' objective by means of a series of Technical visits, including an annual overseas summer technical visit
- To raise the profile of the institution and deliver the 'Networking' objective by means of major social events (e.g. the Annual Luncheon)

Reports to

- The Board

Meets

- Approx five times per year

Members

- Approx 8 members representing a cross section of the industry

Young Members' Committee

All Members of the Railway Division who have not reached their 31st birthday are recognised as "Young Members"

Purpose

- To represent the interests of RD young members
- To encourage YM activity in the Division and attendance at RD events
- To arrange an annual rail seminar aimed at YMS
- To direct the "Engineering Passport" scheme
- To co-ordinate schools liaison efforts for the Division

Reports to

- The Board

Meets

- Approx 4 times per year

Members

- Approx 10 young members representing cross section of the industry
- 1-2 senior representatives

Communications Committee

Purpose

Reports to

Meets

Members

Prizes and Awards Committee

Purpose

- To review published papers and make recommendations for prizes and awards

Reports to

- The Lectures Committee

Meets

- As required

Members

- Chair
- One senior Member
- One Young Member
- 1-2 senior representatives

Board Transition Arrangements 2008-2010

- 1 The Chair, Deputy Chair and Vice Chairs 2008-2009 shall be deemed to be approved by the Board.
- 2 The Chair and Vice Chairs 2009-2010 shall be approved by the Board according to the rules above based on the nominations of the Chairman's Advisory Panel.
- 3 The following shall apply to existing ordinary Board Members
 - a. Those whose 3 year tenure expires in May 2009 shall retire or submit themselves for election for the 2009-2010 session.
 - b. Those whose tenure expires in May 2010 shall retire or submit themselves for election for the 2010-2011 session.
 - c. Those whose tenure expires in May 2011 shall retire or submit themselves for election for the 2011-2012 session.
 - d. During this time they may submit themselves for election as an elected Member. Membership of the Board up to their election will not constitute part of the normal limit of 6 years.

It is envisaged that the number of Board Members whose term expires in May 2009 and each year thereafter or whose attendance would lead to a consideration of their position would be of the order of 5. With 5 new elected Members the size of the Board would remain about the same as now.

Note that the rules provide for RD Members (including existing Board Members) who have made and promise to continue to make a significant contribution to continue making that contribution by co-option even if they fail to get elected. However the working group and executive feel that it is right and proper that decision making authority should be by those who are elected by the Members so it is envisaged that co-optees are not entitled to vote.

- 4 Until a full compliment of elected Members is in place decision making shall normally be by consensus of all Board Members. In the event of a sustained failure to achieve consensus decisions shall be carried by a 75% majority.
- 5 Board shall be quorate if either of the Chairman and Deputy Chairman are present as well as more than 50% of the Board Members.

Annex 3 – duties and responsibilities of Secretariat

- Providing an administrative service to record decisions and advise on feasibility of future plans
- Create the forward technical programme for Division through input from committee members, other research, and feedback from previous activities
- **Set** and manage Division's annual budget and adapt activity during the year in association with the Chairman to meet the financial targets
- Ensure viable events business cases and schedules are developed at an early stage and approved by Management.
- Take full control of the event process through to final delivery, travelling and/or working extended hours as necessary
- Devise publicity campaigns for D&G technical programme where necessary in association with the Research and Communications Department
- Establish relationships with relevant external bodies for the purposes of contra deals and co-sponsorship
- Respond to general Learned Society enquiries
- Undertake various administrative duties such as ensuring that nominations are put forward for Institution and specific D&G Prizes, organising and recording AGMs and special meetings, organising D&G annual dinners and competitions and providing external secretariat in some cases.
- Manage Events Assistant's outputs through one-to-one meetings (if appropriate).

Seminars are produced in line with standard departmental procedure (see Annex 4 for outline timetable) and the organisational schedules for the exceptional events are at Annex 5 (RD Luncheon) and Annex 6 (Summer Technical Visit)

Annex 4 – Seminar Action Plan

Action	Who	When	Completed
Title/Event Advisor Details to Event Exec	D/G Exec	April Prev Year	
Business Case Drafted	Event Exec/Event Advisor	May Prev year	
Business Case to LSAC	Event Exec	June Prev Year	
Market Research (if applicable)	Marketing Exec	9 months out	
Arrange first Meeting/Conference Call	Event Exec/Assistant	8 Months out	
Check the Competing Events Database	Event Advisor	8 Months onwards	
Arrange Venue, Confirm Date	Event Exec/Assistant	8 months out	
Formulate Budget	Event Exec/Assistant		
Outline Agreement from Speakers	Event Advisor	7 Months out	
Progress Reports for Division/Group	Event Exec/Advisor	7 Months onwards	
Commission Speakers <ul style="list-style-type: none"> - Confirmation of Title - 4/5 Bullet Points - Synopsis - Paper/Presentation Requirements - Copyright Form - Guide for Speakers - Deadline Dates 	Event Exec/Assistant	6 Months out	
Marketing/Advertising <ul style="list-style-type: none"> - List in Forward Planner - Agenda - Up-load on IMechE 	Event Exec/Assistant		

<ul style="list-style-type: none"> Website - Press Releases to Relevant Publications - Research & Invite Relevant Co-sponsors - Google Web Alerts - List on Relevant Event Listing Websites - First Announcement Email to Members - Inform ALO/ILOs, Regional Managers, Regional Centres 			
Advise on Potential Commercial Support	Event Advisor		
Investigate Sponsors/Exhibitors	Event Exec/ Assistant/ Advisor as appropriate		
Finalise Copy for Programme/ Registration Brochure	Event Exec/Assistant	4 Months out	
1st Proof Approval	Event Advisor	3 ½ Months out	
Sign off Final Proof	Event Exec/Assistant	3 months out	
Mail Programme <ul style="list-style-type: none"> - General IMechE Database Mailing - Division and Groups - Co-sponsors - Committee Contacts - Past events (if applicable) 	Event Exec/Assistant/D/G Exec/Event Advisor/Committee Members	2 ½ - 2 months out	
Letter to Speakers including: <ul style="list-style-type: none"> - Copies of Brochure - AV/Biog Form - Speakers Information Sheet - Final Information - Final Reminder of Deadline Dates 	Event Exec/Assistant	2 Months out	
Monitor Registrations & Take Necessary Action	Event Exec/Assistant	2 months onwards	

Prepare Final Information/send to Delegates	Event Exec/Assistant		
Registration Updates to Committee	Event Exec/Assistant	6 weeks onwards	
Follow up Email if necessary	Event Exec/Assistant	1 month out	
Prepare Chairmen's Briefing Notes	Event Exec/Assistant	2 weeks out	
Finalise Venue Details <ul style="list-style-type: none"> - Room Layout - AV Requirements/Technician - Catering Choices & Timings 	Event Exec Assistant	2 weeks out	
Produce Seminar Proceedings	Event Exec/Assistant	2 weeks out	
Compile Delegate Packs <ul style="list-style-type: none"> - Proceedings - Final Programme - Delegate List - Questionnaire - Sponsored Inserts - Other Relevant Event Programmes 	Event Exec/Assistant	2 days out	
Run Event <ul style="list-style-type: none"> - Set up Registration Desk - Signage - Distribute Chairman's Briefing Notes - Distribute Badges/Packs - Speaker Name Plates - Introduce Speakers to Technician - Confirm Catering timings - Collect Completed Questionnaires 		On day	
Chair Sessions	Event Advisor	On day	
Prepare Questionnaire Analysis	Event Exec/Assistant	Within 2 weeks	
Prepare Final Report	Event Exec/Assistant	Within 1-2 months	

RD Annual Luncheon Schedule

MARCH

Hilton Hotel always reserves the first Friday in March for the Annual Luncheon but this should be checked in March just after the lunch has happened.

JUNE

In June names should be put forward for a speaker. This should be a collaborative effort between the visits committee and the chairman of the RD.

AUGUST

Put together budget

NOVEMBER

Early November put the booking form together. Speaker should be confirmed by this point.

Mid November send out the booking form to all the companies who have attended in the past. The mailing list will be in the folder. Get it into Agenda.

November notify MC (John Hollingsworth) of the date of the Annual Luncheon.

DECEMBER

December organise tasting for January. Send out table plans and reception table booking form.

JANUARY

January after tasting send out wine lists and wine order forms supplied by hotel

FEBRUARY

End of February give Hilton indication of numbers

Three days before the event the venue will need final numbers, dietary requirements, alphabetical list of tables and table covers.

Annex 6

RD Summer Technical Visit Schedule

<u>Action</u>	<u>Date to be completed</u>	<u>Responsible</u>
Location to be decided	Aug	Visits Committee
Brainstorm of possible visits	Aug	Visits Committee
Draft Programme produced and put on website	Sep	Visits Committee
Event to be listed in Agenda and forward Planner	Sep	Staff
Local guide to be 'scouted' to help with travel itinerary if needed.	September – December	Staff
If the committee feel a 'reccy' is warranted then a member of committee must be nominated to go.	ASAP – December	Visits Committee
Contact visit representatives	September – December	Visits Committee
Once visit has been confirmed contact details must be sent to staff so they can enquire about logistics. Staff must be the main point of contact from now unless it is a technical question	ASAP – December	Staff/ Visits Committee
Staff to provide options for hotels	Oct	Staff/ Visits Committee to comment in a timely manner
Hotel confirmed. 40 rooms booked (30 singles, 10 doubles). Staff to confirm cancellation terms	Oct	Staff
Sponsorship to be approached. Committee to give contacts. Staff to send letters	October/ November	Staff/ Visits Committee
Destination to be researched with regards to climate, Visa's etc	October / November	Staff/ Visits Committee
Draft budget produced	November/ December	Staff/ Visits Chair
Collate a list of contacts for the visits on a spreadsheet - name of contact and hosts, address of visits and directions, e-mail, telephone, company	By January	Staff

Budget to be confirmed	January	Staff/ Visits Chair
Booking and programme (as detailed as possible) must be e-mailed out to possible attendees no later than the third week in January. This gives people at least 8 weeks to book before the cancellation date of the hotel rooms.	January	Staff
Draft itinerary to be circulated to visits committee for comment (committee must respond in timely manner)	January	Staff
Social visit details sorted	January	Visits committee
Any evening gatherings in the programme to be sorted out	January	Staff/ Visits committee
As the bookings come in staff e-mail nominated member to confirm of visits committee to confirm they are a suitable attendee - this must be confirmed within 3 days otherwise its an automatic yes	As and when bookings arrive	Staff/ Visits Committee
When bookings come in once they are confirmed attendees the form to be photocopied and give to the registrations clerk (Tina Churcher) another copy is to be put in the file	As and when bookings have been confirmed	Staff
All travel tickets to be booked before we travel. If we cannot book before staff to book in person before visit starts.	March/ April	Staff
All guest contact details and requirements (optional visits, extra accommodation, dietary requirements, travel arrangements etc) to be collated onto a spreadsheet)	This is to be completed by beginning of April	Staff
Invoices	The ones which must be paid before travel must be sent to finance three weeks before travel	Staff
Cancel unwanted hotel rooms	BEFORE CANCELLATION DEADLINE	Staff (triple check the cancellation deadline

Details of dinner venues - address, tel no. Who do sponsors want to	March	Staff
Final Itinerary to be circulated	Beginning of April	Staff
Order Gifts for Hosts	Early April	Staff
Local Currency to take on trip for staff (check amount allocated in the budget) David Fiddler will provide funds	Early April	Staff
Staff to take on visit: <ul style="list-style-type: none"> - Gifts - Spare itineraries - Conference phone 	April/ May	Staff