

2018 ANNUAL REPORT

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Year ended 31 December 2018

The Institute of Measurement and Control

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Objectiv



OBJECTIVE

As set out in its Royal Charter and Bye-laws, the object of the Institute of Measurement and Control is:

“...to promote for the public benefit by all available means the general advancement of the science and practice of measurement and control technology and its application.”

Bearing in mind the Charity Commission’s guidance on public benefit, the Institute pursues its commitment to public benefit through a 5-year Strategic Plan formulated in 2015. The plan defines...

Our Vision

“to be a globally recognised body for promoting the advancement of the science and application of measurement and control.”

Our Mission

“...to maintain the Institute as the eminent professional UK body for advancing the science and application of measurement and control technology.”

Our Strategic Goals

- *to raise the profile and public perception of the Institute, nationally and abroad*
- *to increase membership at every professional level*
- *to expand membership geographically*
- *to improve the value of membership*
- *to promote professional excellence throughout Institute services and activities*
- *to sustain a culture of continual improvement in the Institute*
- *to keep the Institute relevant and responsive to its stakeholders.*

Serving the Public

Measurement underpins the welfare of a modern society by providing a structure in which individuals and organisations can interact and operate confidently, consistently, competently, safely, and innovatively. Measurement therefore touches almost every facet of daily life and in some areas, particularly those that affect or involve the public, such as health, transport, and safety, the need for accurate measurement is critical. It is more important than ever that engineers, scientists and technologists engaged in measurement and the related control activities and systems are properly qualified and able to meet the expectations of an increasingly technically aware and expectant society.

2018 IN REVIEW

The Institute has pursued its seven strategic goals during 2018 through a series of initiatives which have the general objective of presenting a modern professional engineering body responsive to technical and societal changes. We have been seeking to meet the needs of members and the general public by a number of proactive ventures and by engagement with a range of external bodies.

raise the profile and public perception of the Institute, nationally and abroad

A major event in the life of the Institute took place in September 2018 when we hosted the XXII IMEKO World Congress - the first time the Congress had been held in the United Kingdom for over 40 years. Over 600 delegates from around the world attended the week-long programme in Belfast, which included keynote addresses from two Nobel prize winners and over 400 presented papers.



We took advantage of the IMEKO Congress to launch the Institute's Festival of Measurement in front of an invited audience of A level physics students from local schools, and the conference delegates. The Festival is designed to run for 9 months from the Congress until international metrology day, 20th May 2019. Its three objectives are to raise the awareness of amongst the public about the importance of measurement in daily life, to advance a culture for accurate and repeatable measurement in industry, and to encourage school pupils and university students to consider a career in the exciting world of metrology.



International Metrology Day is the date on which the basis for the SI system of measurements changes, so that the seven base units of measurement are all defined in terms of fundamental constants: the most dramatic change in measurement since the inauguration of the metric system during the French Revolution. Using this event as the climax of the Festival of Measurement we have developed a programme of awareness including lectures at the Royal Institution and a national competition for schools.



Our new member magazine *Precision* saw its first full year of publication in 2018. Intended as a coffee-table style magazine, *Precision* carries articles that are designed to stimulate and inspire our current membership and serve as a shop window into the Institute for other readers. It complements our two peer-reviewed journals *Transactions of the Institute* and *Measurement and Control* which are both available for members to view freely through the Institute's website.

We greatly increase the impact of our public benefit by collaborating with other organisations to present a united front in areas of national policy and debate. During the year we worked with the Royal Academy of Engineering and other Professional Engineering bodies in producing a major report presented to the Secretary of State on the engineering impact of Brexit, recommending priorities and policies.

We collaborated with the Royal Academy in a wide range of other areas, ranging from the ethics of autonomous machines to the priorities for biomedical engineering. We continue to collaborate with other Professional Engineering Institutions (PEIs) and related bodies to develop a single professional voice for cyber security. We are represented on numerous standards committees nationally and internationally. We maintain close links with our related Trade Associations, and with the constituent laboratories of the National Measurement System.

sustain a culture of continual improvement in the Institute



To reach a new generation that relies on IT and social media for communication we are engaged in a programme of digital transformation that covers both outward communications and internal systems.

Our primary communication tool remains our website which we are continuing to improve and upgrade.

We have begun a project to scan and digitise our member records and incorporate them into our new CRM database. This will give instant paperless access to all member details allowing us to improve our service to members in registration and continuing professional development.

We have introduced a new accounts system which integrates with the CRM database, significantly streamlining our capacity for handling financial transactions with members.

Significant effort has been applied to the area of GDPR compliance, which in our case applies not only to our head office operations but also to the activities of our Local Sections and Special Interest Groups (SIGs). We have introduced augmented security systems and provided training to our staff and volunteers.



keep the Institute relevant and responsive to its stakeholders



It remains true that for many members their primary contact with the Institute is through their Local Section. We have 13 Local Sections in the UK and four internationally. Amongst the activities organised by sections locally are lectures and workshops, training assessors for accreditations and professional reviews, trade exhibitions, student and university/college liaison events, works visits and social programmes. Many Local Sections are active in recruitment of students and professional new members, and provide support for members seeking to advance their careers through professional registration with the Engineering Council...

National events are organised by our head office staff. In 2018 in addition to the major IMEKO Congress we ran a successful conference on Functional Safety, a programme of lectures at the Royal Institution and a Presidential lecture and awards evening.

We maintain an active social media presence across multiple channels, and we distribute a monthly members' newsletter by email.

promote professional excellence throughout Institute services and activities

We have continued to develop our Special Interest Groups during the year, and although a number are still embryonic they have attracted interest from members, who can now elect to join any SIGs of interest from the Preference pages of their personal area of the website. Our eight SIGs cover the areas of

- Automation and Control
- Cyber security
- Digital transformation
- Flow Measurement
- Functional Safety
- Measurement
- Standards
- Systems

We have begun to hold co-ordination meetings between the chairs of SIGs and this has highlighted the need for a number of cross-cutting actions that apply to all, such as education and marketing. We plan to set up a matrix structure to facilitate this.

We support our members' career development through a CPD programme in which all members participate. As from 1st January 2019 members will be expected to record their CPD objectives and progress made towards achievement. We offer an on-line CPD monitoring application mycareerpath® available on the Institute's website, providing a tracking tool for recording CPD, but members are free to choose their own appropriate recording method. In line with Engineering Council policy, we conducted an audit of a random selection of CPD records during the year and provided feedback to the members concerned. We are in the process of implementing the requirements for compulsory CPD required by the Engineering Council from January 2020.

The Institute accredits university courses and approves company training programmes. We are continuing to expand the number of university and college courses that we embrace and aim by 2020 to cover every UK university and college offering relevant courses in control, metrology and systems engineering. We also accredit international university courses, notably in Hong Kong, and approve global company training programmes.

improve the value of membership

In addition to individual membership, the Institute has a category of Corporate members through its Companion Company Scheme. We have embarked on an ambitious programme to modernise and upgrade the benefits of CCS membership, based on the result of a focus group held with a cross section of CCS members. When the programme is completed in 2019 we hope to be able to attract a substantial number of new companies into joining the scheme. We are not seeking to duplicate the functions of our Trade Association partners, but to offer corporate members the sort of networking services that we are well placed to provide - for example by enabling links between companies seeking R&D expertise and universities keen to form industrial links.

Corporate members are also interested in recruiting students, either for permanent employment or short-term placements. We will be developing a members' jobs board where companies can advertise student vacancies and students can post their CVs. This will also be a benefit for our student members and encourage more to join.

increase membership at every professional level

In February 2018, the Flow Measurement Institute was formally incorporated into the Institute. We had been associated with the Flow Measurement Institute for some years, and the opportunity for working together was attractive to both parties. FMI now benefits from belonging to larger organisation that offers services such as marketing and events organisation, in addition to providing members with a route to professional registration. InstMC benefits from a growing membership, and both parties have welcomed the chance to establish a dedicated SIG in Flow Measurement.



One of the outcomes of establishing SIGs has been an increase in requests from members for recognised professional qualifications in their specialty. This is to meet a need from employers who wish to identify engineers who have an independently validated professional recognition. We launched an InstMC-validated Registered Functional Safety Engineer qualification in 2017, and in 2018 we followed this with a Registered Explosives Environment Engineer. We are currently considering equivalent qualifications in other specialisms, including metrology and cyber security, the latter in conjunction with a number of PEIs and other associations with whom we are aligning.

expand membership geographically

Our Local Section in Hong Kong has shown membership growth of over 20% in 2018, and we expect this to continue as we accredit more university courses there. The same Section is also expanding geographically beyond the borders of the Hong Kong special autonomous region to embrace the Chinese government's Great Bay project that encompasses Hong Kong, Macau and Guangzhou. In an important step towards this objective, in December 2018 the Chief Executive of the Institute visited Hong Kong to open the Institute's Shenzhen liaison office, our first physical presence on the Chinese mainland.



The Institute's ability to provide services to its international members is increasing as we develop our digital platform to allow features such as webinars and interactive discussions via the website. We held our first experimental webinar in 2018 and will be developing a programme of these events over time.

Acknowledgement

None of the Institute's achievements would have been attained without the particular effort of members, nationally and locally, who volunteered their time and expertise for various activities and affairs. The Trustees wish to extend their unanimous appreciation to all volunteers and to the small but dedicated team of staff at our head office.

FINANCIAL REVIEW

2018 was a challenging year financially; the benefits arising from changes that were required should become evident in future years. During the year the Institute provided significant financial support for the XXII IMEKO World Congress held in Belfast which depleted our reserves. The Trustees agreed that it was important to enable the Institute to continue to be active in supporting its members and in working for the public benefit, whilst ensuring future financial sustainability. They therefore agreed, with the support of the Council, to release capital by selling the Institute's freehold property and to move into rented office space, within the Institute of Materials, Minerals and Mining (IOM3) premises. This considerably reduces the operating costs of the Institute and will provide an investment asset capable of producing regular income. The move took place in early 2019.

Reserves Policy

The Institute's policy remains to conduct regular reviews to ensure that its reserves are sufficient to match its current and future needs. The Institute aims to fund its core activities through revenue and to maintain adequate capital reserves which are not used to support normal operating costs; and the Institute believes its resources should be used to realise its charitable objectives, not simply to accumulate capital. Following completion of the sale of 87 Gower St, an in-depth review of the future reserves requirements in line with these principles is taking place.

Risk Review

The Chief Executive, supported as appropriate by the Trustees, is responsible for the operation of the Institute's approach to internal risk management and control, the systems for which are reviewed regularly. An annual risk audit is conducted based on a comprehensive risk register that is refreshed periodically. In addition, a schedule of procedural audits is carried out at least annually covering specific aspects of the Institute's work and governance. We use external audits and reviews as appropriate to validate our internal processes.

STRUCTURE AND GOVERNANCE

Trustee Board

The Board of Trustees is the governing body of the Institute. As defined in the Institute's Royal Charter and Bye-laws, membership of the Board comprises elected Officers of the Institute and elected representatives of the Council; their terms of office being subject to triennial election.

The Trustees during 2018 were: Prof Graham Machin, Dr Graeme Philp, Mr Colin Howard, Mr Martin Belshaw, Mr David Newman, Mr David Tipton, Mr Richard Leng, Dr Stephen Denis and Mr Geoff Jones.

The Trustees meet regularly throughout the year to conduct the affairs and business of the Institute in keeping with their powers and duties laid down in the Royal Charter and Byelaws. Although they remain accountable for decisions and actions, the Trustees have the authority to delegate responsibilities, The Board therefore operates through Council and a hierarchy of Boards, Committees and SIG's, some of which have their own sub-committees and panels.

Council

Council's remit is to advise and support the Trustees on matters affecting the Institute's affairs. It is an elected body comprising representatives from across the membership. It has a responsibility to monitor the governance of the Institute.

Officers of the Institute

President Professor Graham Machin
Vice-Presidents Mr D. Newman
Mr D Tipton
Mr M Belshaw

Honorary Secretary Dr G S Philp
Honorary Treasurer Mr C R Howard

Principal Boards and Committees in 2018

Professional Registration Committee: chair Dr B. Stanford
Accreditation Committee: chair Professor S. Smith
SIG management Board: chair Mr H. Dearden

Chief Executive Officer

The Chief Executive Officer during 2018 was Dr Patrick A. Finlay.

LEGAL AND ADMINISTRATIVE INFORMATION

Founded in 1944 as the Society of Instrument Technology, the Institute of Measurement and Control took its present name in 1968 and was incorporated by Royal Charter in 1975.

Registered charity in England and Wales, number 269815.

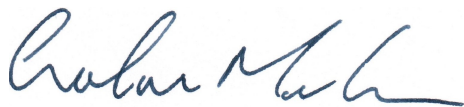
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Independent Examiner: Steve Cracknell FCA, ESW, Chartered Accountants, 162-168 High Street, Rayleigh, Essex SS6 7BS.



Graham Machin
President



Steff Smith
Chief Executive