

2017 ANNUAL REPORT

Year ended 31 December 2017

The Institute of Measurement and
Control

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**Inst
MC**

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 **Strategic Plan (2015)**

Vision

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

Mission

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

Strategic Goals

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

2017 IN REVIEW

The Institute has pursued its strategic goals during 2017 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

We have reorganised our journals to provide an improved separation between peer-reviewed academic papers and general interest articles and case studies. Our two academic journals Transactions of the Institute and Measurement & Control are now both available on line through our website. We have launched a new members' magazine Precision, available on line and in print, which is intended to stimulate and inspire existing and potential members with examples of measurement and control technology.



In 2017 we experimentally launched a series of three public lectures given by our prize winners. These explored exciting new developments in sensor and control applications and were designed to be accessible to an intelligent lay person whilst still being stimulating to a professional engineer. The quality of the lectures was outstanding, and we believe they deserve a much wider audience, so we are intending to continue this idea in future, but also making the lectures available on our website as webinars or YouTube videos

Our ability to engage with the public and influence national debates is greatly enhanced if we leverage our contribution by collaborating with other organisations. During the year we have worked with the Royal Academy of Engineering in producing joint responses to the Government's Green Paper on industrial strategy, and to streamlining the NHS, amongst other subjects. We are collaborating with other PEIs and related bodies to develop a single professional voice for cyber security. We meet regularly with our related Trade Associations, and with the Regulatory Delivery directorate of BEIS, and associated contacts with the National Physical Laboratory, the Laboratory of the Government Chemist and the National Engineering Laboratory.

We have been planning ahead to a major international metrology conference, IMEKO, that the Institute is hosting in 2018, which will see the launch of InstMC's national Festival of Measurement lasting until international metrology day in May 2019. The Festival has an ambitious programme aimed at raising awareness of the importance of accurate measurement amongst industry, STEM students and the general public.



sustain a culture of continual improvement in the Institute



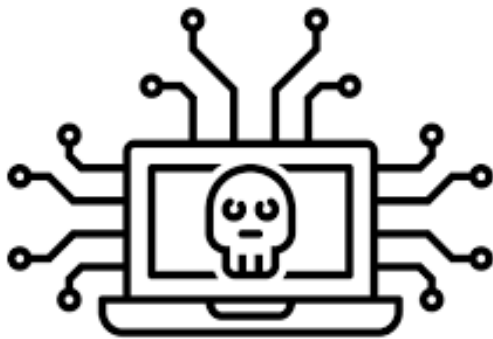
In line with an updated branding of the Institute in 2016, a re-organised website and social media platform was rolled out during 2017. The new website is designed to offer more flexible and interactive engagement and allows us to offer on-line services to international members who had previously been unable to participate in learned society events. Another key target is younger members whose preferred means of accessing information is by mobile phone and social media.

Associated with the website is a new CRM database which allows greatly enhanced customisation and filtering of members' interests. A connected Members' Only section of the website allows dedicated information and services to be accessed. Many routine manual functions associated with events management and membership services have now been automated using the functionality of the database, resulting in improved efficiency and quality in handling members' enquiries.

A new monthly Members' newsletter distributed by email has allowed national and local events to be advertised more extensively, and the development of a social media presence across several platforms has opened up other channels for communicating with members and the interested public.



keep the Institute relevant and responsive to its stakeholders



A major technological challenge in our sector is the growing need for cyber security and data protection. In response, the Institute has initiated a special interest group in industrial cyber security, advised by a senior panel of cyber security experts from relevant government agencies. As this group develops it plans to offer awareness courses for senior management and a register that recognises suitably experienced and qualified cyber professionals. We are collaborating with an alliance of other professional bodies in this area to present a united professional approach for cyber

security.

We are developing a programme to offer a range of in-house exhibitions, in which suppliers to large companies have an opportunity to take an exhibition stand at an exhibition held on the large company's premises. These events typically attract many of the large company's engineering specialists, and benefit our members whether they be buyers or sellers. In some cases the exhibition can be complemented by a seminar on a relevant theme.

promote professional excellence throughout Institute services and activities

The Institute organises conferences, exhibitions and training sessions for its members and others. Many of these are organised locally by volunteers working in one of our regional Local Sections, 13 in the UK and 4 international. Local Sections also serve the Institute's aims by supporting young engineers at universities and colleges, working to promote STEM subjects in schools, and training assessors for accreditations and professional reviews. A key value of Local Sections is the facility for networking, which is reflected in programmes that often include works visits and social activities. Local companies, many of whom are members of our Companion Company Scheme, frequently put on training and information update sessions at Local Section meetings.

Following a successful piloting of our Continuing Professional Development auditing programme in 2016, a more extensive programme was designed for 2017, with a random 5% sample of the membership being invited to submit their CPD records for audit. The Institute has provided a tool, mycareerpath, which enables members to log their CPD activity on line from our website. Each CPD Record that was submitted was assessed by two trained reviewers, who provided a short feedback report to the member concerned. This complies with Engineering council requirements.

The Institute accredits university courses, and during 2017 started a programme seeking to expand the number of university and college courses that it embraces. This ambitious objective is to cover every university and college offering relevant courses in control, metrology and systems engineering. The first overseas course, at Hong Kong College of Technology, has also been added to the list and further overseas universities are expected.

improve the value of membership

We are keen to attract and retain younger members, and during the year we were involved with two focus groups aimed at exploring the views of the millennial generation, one that we ran ourselves and one that we participated in with other professional engineering institutions. The conclusions from both these groups have influenced the development of our website and social media, and of our outreach more generally. We need to do more to engage with this age group, especially with final year students and early-career graduates and we are working with our local Sections to develop a programme that addresses this need.

Our eight newly-formed special interest groups are developing programmes to promote their specialism and provide activities that support members in their career development. The subject areas of these groups reflect the changing technological and societal pressures in our sector, and we expect to introduce additional groups in future years in response to the needs of individual and corporate members and the public benefit.

- Automation and Control
- Cyber Security
- Digital Transformation
- Flow Measurement
- Functional Safety
- Measurement
- Standards
- Systems

increase membership at every professional level

The Institute has strengthened its links with the metrology community, especially the National Physical Laboratory, Laboratory of the Government Chemist and National Engineering Laboratory. Many of the staff of these organisations consider themselves scientists rather than engineers, and the Institute has therefore enrolled as a licensee member of the Science Council, entitling us to register and admit Chartered Scientists in addition to our existing parallel role of registering Chartered Engineers on behalf of the Engineering Council.



We are in regular touch with specialist groups in our area of expertise, and we collaborate with them in publicising and co-sponsoring events. In some cases we provide the secretariat for these bodies, and as they grow they need other services such as membership support and event management. When organisations reach a critical size, we encourage them to consider incorporation into the Institute as a Special Interest Group. During 2017 we reached such an agreement with the Flow Measurement Institute to be formally incorporated into InstMC in early 2018 as the Flow Measurement SIG.

Our qualification of Registered Functional Safety Engineer, launched in 2016, is continuing to attract experienced professional members. We are in discussion with the Health and Safety Executive, amongst others, to raise awareness and acceptance of this title.

expand membership geographically

Our President and Chief Executive both made international visits during the year, with the aim of encouraging our international local sections. A particular area of growth is Hong Kong, where our local section is seeking to expand its area of interest to include the whole Greater Bay Area with a population of 70 million, including Macau and Guangzhou.



We will soon be able to offer international members a range of additional learned society resources available from our website, as well as the ability to participate in interactive social media posts.

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

During the year we sold the rights of our journal *Measurement and Control* to its publishers. The journal remains available free of charge to members, but the sale has provided a useful cash boost. We have invested during the year in our digital platform which will improve services to members and the general public, as well as reducing costs in future years. We have also continued to finance up-front costs for the 2018 IMEKO conference, which we expect to recoup from conference registration income at that time. Our underlying financial performance is comparable to previous years.

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 always aims to fund its core activities through revenue and to increase its non-property reserves annually. It does, however, remain the case that the Institute believes its resources should mainly be used to realise its charitable objectives, not simply to accumulate capital.

Risk Review

The Chief Executive, supported as appropriate by the Trustees, is responsible for the operation of the Institute's 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 as necessary. 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 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 review. The Trustees during 2017 were: Mr Martin Belshaw, Mr Harvey Dearden, Mr Colin Howard, Mr Richard Leng, Mr David Newman, Dr Graeme Philp, Professor Sarah Spurgeon OBE and Mr David Tipton.

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 Charter and Bye-laws. 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 and Committees, 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 S K Spurgeon OBE
Past-President	Lord Oxburgh
Vice-Presidents	Mr D. Newman Mr D Tipton Mr M Belshaw
Hon Secretary	Dr G S Philp
Hon Treasurer	Mr C R Howard

Principal Boards and Committees in 2017

Professional Registration Committee:	<i>chair</i> Dr B. Stanford
Accreditation Committee:	<i>chair</i> Professor S. Smith
Learned Society Board:	<i>chair</i> Professor W. Bardo
Communications Board:	<i>chair</i> Mr S. Denis

Chief Executive Officer

The Chief Executive during 2017 was Dr P.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.

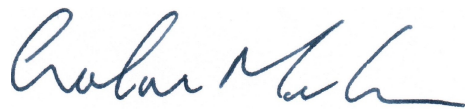
We are a registered charity in England and Wales, number 269815.

Our address is: 87 Gower Street, London, WC1E 6AF.

Bankers: National Westminster Bank plc, Notting Hill Gate, 46 Notting Hill Gate, London W11

3HZ

Auditors: Myers Clark, Chartered Accountants, Iveco House, Station Road, Watford, Herts, D17 1DL.



Graham Machin, President



Patrick Finlay, Chief Executive