

# 2019 ANNUAL REPORT

Year ended  
31 December 2019



The Institute of Measurement and Control

297 Euston Road  
London NW1 3AD  
United Kingdom

Tel: 020 7387 4949  
[www.instm.org](http://www.instm.org)



## 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 and maintained in the 2020 re-write. 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.

# 2019 IN REVIEW

The Institute has pursued its seven strategic goals during 2019 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 continued to produce *Precision*, our member magazine. 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. Many articles are written by existing members both individual and corporate, taking advantage of our member's expertise. In response to feedback we have added new regular features during 2019 (such as an "Ask the Experts" section) to give our members more of an opportunity to engage with the Institute. Two peer review Journals, *Transactions of the Institute* and *Measurement and Control*, have retained links with the Institute but are hosted and available online through the Sage Publishing website.



The monthly E-newsletter was redesigned during the year, and is now hosted using an external platform, giving the ability to better tailor the offerings, and track analytics to improve engagement. The Institute increased its usage of Social Media to promote its activities to a wider audience; this included more active use of Twitter, LinkedIn and Facebook. In 2020 this will be expanded to include providing more content for members using platforms such as YouTube.

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In October, the Institute hosted its annual awards night at the Royal Institution in London. This event was open to the public and was well received with a lecture from Dr Ian Robinson, whose work on the invention and development of the Kibble balance underpinned the redefinition of the Kilogram.



2019 marked **75 years since the founding of the Society of Instrument Technology, the forerunner to the Institute of Measurement and Control.** *Precision* featured several articles looking back over our history but also forward to the next 25 years, to our centenary. To celebrate an anniversary a very successful black-tie dinner was held at the Lancaster hotel in London in May.



We have continued to increase our influence and public benefit by collaborating with partner organisations and groups that share our aims and vision. We continue to be involved and contribute to the Royal Academy of Engineering's Policy Centre which gives us the ability to influence areas of national policy and debate. Through the Royal Academy and the Engineering Council we maintain communications and collaborations with other Professional Engineering Institutes and related bodies. We are represented on numerous standards committees both nationally and internationally. We maintain close links with related Trade Associations and with the constituent laboratories of the National Measurement System.

The Institute is a founding member of the Cyber Security Alliance and in 2019 this group won the bid to form the UK's Cyber Security Council. The Council will work in partnership with the National Cyber Security Centre (NCSC), be developed with broad representation and be tasked to support the Government's National Cyber Security Skills Strategy by providing recognition across the practicing community, while enhancing standards and thought leadership for the future.



### *sustain a culture of continual improvement in the Institute*

The project to scan and digitise the member records was completed at the beginning of the year, and superfluous paper records were securely destroyed.

At the end of February, the Institute completed the sale of its property 87, Gower Street. The head office staff moved to rented office space in the building owned by the Institute of Materials, Minerals and Mining. This gave us the opportunity to streamline several of our processes and trial some working at home for the staff. After a full review of the IT systems and infrastructure the decision was made to outsource this activity to an external support company. This provides a much more robust system, future proofs the Institute's IT and has saved the Institute money. As part of the changeover we have begun the Institute's move into the cloud, whilst also significantly improving cyber security. To facilitate remote working the Institute has started to improve and increase its use of digital solutions.

This has included the adoption and promotion of SharePoint and Teams, not just for the office staff but for Local Sections and Special Interest Groups.

We continued to regularly assess the approaches and platforms used for external communications throughout the year and this has led to the trial and adoption of new more efficient systems for engaging with the members, such as the integration of an online newsletter creation tool into our existing CRM system.

We have moved our bank accounts to more appropriate accounts with the Charities Aid Foundation (CAF) bank, which has improved features and significantly better cyber security and anti-fraud protections.

The Royal Charter and Bylaws were updated and simplified, to rewrite some unclear clauses, and move other clauses from the Charter to the Bylaws. After being accepted by the members at an EGM, they were officially approved by the Privy Council.

### ***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. During the year a number of members have started the process of reviving the East Midlands section. Local Sections continue to run a large number of varied events for members and potential members throughout the year. This includes, technical talks, exhibitions, trade shows, seminars, and site visits that give their members and attendees the opportunity to undertake relevant CPD and network with other attendees. As well as these Engineering focused activities the Local Sections hosted a variety of social activities for members. Often these activities provide funds which Local Sections use to support their activities and to donate to local charities. Many Local Sections are heavily involved with Universities in their areas, and support Engineering students through awards, bursaries and valuable networking opportunities.

The Council which is made up of elected members and the Chairs of Local Sections met throughout the year, to discuss the work of the Institute and provide valuable feedback to Head office and the Board of Trustees. In 2019 we also organised a committee made up of representatives from our Companion Company members, providing them with a platform to help us develop the scheme in the most effective way.

In the final quarter of 2019 representatives from Council, Local Section, Trustees and the staff attended a strategy day. The outcomes from this meeting are forming the basis of the Institute's new Strategic Plan.

The Institute continues to seek opinions and feedback from its members and the increase in uses of Social Media makes it easier for members to get in touch. Next year we will continue to provide more avenues for the members to have their opinions heard by Head office and the Trustees, including plans for an all member survey.

### ***promote professional excellence throughout Institute services and activities***

We support our members' career development through a CPD programme in which all members participate. 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 randomly selected 5% of our eligible membership to take part in the 2019 CPD audit.

The Institute accredits university courses and approves company training programmes. In 2019 The Institute undertook accreditation visits to two universities not previously visited, conducted a visit to approve a company training scheme and endorsed a new company training course. In 2020 we hope to expand our offering to provide endorsement for commercially available courses.

### ***improve the value of membership***

We have continued to develop our Special Interest Groups during the year, and although they are at different stages of development, they have all started working on interesting projects. Our Current SIGs are:

- Cyber Security
- Digital Transformation
- Flow Measurement
- Functional Safety
- Measurement
- Standards
- Explosive Atmospheres

A new addition from last year is the Explosive Atmospheres SIG which has developed the Registered Explosive Atmospheres Engineer qualification. This complements the Existing Registered Functional Safety Engineer qualification and we have started to register qualified members. Some of the other SIGs are considering launching similar qualifications specific to the specialties of their membership.

The SIGs have started to use Microsoft Teams and SharePoint to better communicate and disseminate information to members.

In 2019 we officially formed the SIG Management Board. This group is made up of the Chairs of all the SIGs and the Chief Executive. Its purpose is to support and encourage wider participation amongst the SIGs and identify overlapping projects where there is a benefit to working together.

### *increase membership at every professional level*

The Institute continues to strengthen its links with the metrology community, especially in National Physical Laboratory, Laboratory of the Government Chemist and National Engineering Laboratory. Institute staff attended a successful onsite professional registration event at NPL to discuss membership with the staff. During the year the Institute also attended careers fairs at Universities to speak to engineering students about the benefits of PEI membership.

Our Local Sections regularly hold events with local businesses and universities to promote the various level of membership and discuss the benefits of professional registration. These activities are supported through new marketing material from head office, and will be expanded in 2020

The Institute has started the process of investing the capital from the sale of its property, and the income generated from this investment from 2020 onwards will be invested in increased member benefits to help the ongoing membership recruitment activities.

### *expand membership geographically*



Our Local Section in **Hong Kong** has continued to grow its membership, both in Hong Kong and the mainland. The Institute's president, Prof Graham Machin, visited the Hong Kong InstMC Section on 25 January 2019.

Whilst there he met with current and past chairs of the Section, had dinner with the current team of officials and discussed with them their future plans for expanding the reach of the Institute into Hong Kong, Macau and the local part of mainland China. He also signed a cooperation agreement with the Hong Kong Institution of Engineers for furthering Engineering registration under the auspices of InstMC.

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. The Institute's magazine *Precision* has also been



digitised, and all issues are now available online for members to ensure that everyone can access them.

The Institute undertook a mapping exercise of current members during the year, to identify areas with a high concentration of members, suggesting centres of Industrial activity that may be a good source of new membership. The mapping exercise also highlighted the areas where we have less representation, indicating areas where we may need to undertake more promotional activity.

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## **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.

Following the sale of 87, Gower Street the Members Loan Note Schemes dating from 1993 and 1995 linked to the Institute's ownership of the property have been closed with the registered holders offered the option of receiving the value of their Loan Notes or gifting the funds to the Institute.

The Officers of the Institute gratefully acknowledge gifts from the proceeds of the Loan Notes made by a number of members, representatives of deceased members and Local Sections.

(A small number of registered Loan Note holders could not be traced at this time; the proceeds from these Loan Notes have been ring fenced in case a redemption claim is made in the future.)

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## **FINANCIAL REVIEW**

At the end of 2019, the Institute was in a significantly more stable financial position than at the same time the year before. The sale of the property at 87 Gower Street was completed in February, and the head office staff moved to office space in the building of the Institute of Materials Minerals and Mining. This left the Institute with a significant amount of cash capital. The Board of Trustees have formed an Investment Advisory Group (IAG) who are investigating the best options for investments in a way that sees the capital maintained above inflation but that also generates income for the Institute that can be spent on projects to further the charitable activities of the Institute and benefits the members.

## RESERVES POLICY

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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 to accumulate capital. The reserves policy was reviewed and rewritten during 2019 to reflect the fact that the bulk of the Institutes assets are currently held in cash as opposed to property.

## RISK REVIEW

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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

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## TRUSTEE BOARD

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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 2019 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 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, 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 2019**

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 for the majority of 2019 was Steff Smith (The previous CE, Patrick Finlay retired at the beginning of March).

## LEGAL AND ADMINISTRATIVE INFORMATION

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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.

Address from February 2019: 297 Euston Road, London, NW1 3AD.

Telephone +44 (0)20 7387 4949

Website: [www.instmc.org](http://www.instmc.org)

Bankers: CAF Bank, 25 Kings Hill Avenue, West Malling, ME19 4JQ

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

President

Steff Smith  
Chief Executive