

UKfib National Group. 8 November 2008
Meeting number 8 held at The Concrete Society, Camberley Commencing 14.00 hr



ATTENDING

Steve Denton	SD	Parsons Brinckerhoff (Chair)
Ben Bowsher	BB	UKCARES
Gordon Clark	GC	Gifford
John Golding	JG	WSP Group
Charles Goodchild	CG	Concrete Centre
Chris Hendy	CH	Atkins
Tony Jones	TJ	Arup
Stuart Matthews	SM	BRE
Martin Powell	MP	Concrete Society (Item 10 only)
Richard Day	RD	Concrete Society (Sec)



1. APOLOGIES

Apologies were received from:

Martin Clarke BPCF, Pal Chana (BCA), Richard Howells (Celsa) and Robert Slota (WYG)

No response from:

Gareth Hughes (WSP) or Sam Luke (Mouchel Parkman).

2. RECORD OF MEETING 7 (29 February 2008)

Amendments:

Tony Jones did not attend, but sent apologies.

Ben Bowsher sent apologies.

3. MATTERS ARISING

Ted Kay has retired from the Society. Richard Day will undertake the role of secretary to the group until further notice. Ted will still be involved with the London 2009 Symposium administration meetings.

Martin Powell has resigned as CEO of the Society. He is contracted until March 2009 although may be able to move on to his new position at an earlier date. His involvement with the London 2009 Symposium administration meetings will be reviewed as the situation becomes clear.

Actions from Meeting number 7		
Item	Action	By
4.1	Check anomaly in <i>fib</i> subscription invoice <i>See meeting 08 item 5</i>	TK
4.2	Circulate details of logins and passwords <i>Chris Hendry to be added to list. RID to contact fib and circulate to individuals.</i>	TK
4.3	Approach <i>fib</i> Secretariat to see if there can be two nominated contacts with each member firm. <i>No action - see meeting 08 minutes item 5</i>	SD /TK
4.4	Views of academic members with relation to attachment to K Group. Also, discuss with Rudiger in Amsterdam <i>SD has emailed academics and waits response.</i>	SD
4.5	Circulate note on advantages of membership Find out from contractors what would make membership attractive <i>No action – see meeting 08 minutes item 5</i>	TK All
4.6	Approaches to prospective new members <i>No action – see meeting 08 minutes item 5</i>	See item
5.1	Arrange for Diploma winners to have their papers presented in London <i>Too late for this. However could be part of Communication Conference organised by Concrete Centre and also be used to raise the fibUK profile in academia – see 8.2 below and meeting 08 minutes item 9</i>	CG/ TK
5.2	Circulate details of Diploma to younger engineers <i>– see meeting 08 minutes item 6</i>	TK
6.1	Gyorgy Balzs to be supported as Deputy President <i>Done</i>	UK Group
6.2	Circulate draft of Guide to environmental design <i>Published</i>	TK
7	Obtain summary list of <i>fib</i> Groups <i>– see meeting 08 minutes item 4</i>	TK
8.1	Find out if there is academic support for <i>fib</i> (UK) event <i>SD has emailed academics and awaits response.</i>	SD
8.2	Check whether it would be possible to align a PhD Symposium with the Concrete Centre Communication Conference <i>Yes. Conference to be held in Leeds on 7-9 September 2009 in association with IM³ – see meeting 08 minutes item 9</i>	CG
9	Circulate an electronic copy of the promotional post card <i>Done</i>	TK
11.1	Circulate shortlist of <i>fib</i> priority activities <i>Done</i>	TK
11.2	Terms of reference as agenda item for next meeting <i>– see meeting 08 minutes item 4</i>	TK
11.3	Improve <i>fib</i> (UK) Group web page <i>– see meeting 08 minutes item 4</i>	SD/ TK
11.4	Consider paper by Jonathan Shave for inclusion in Concrete <i>No action. SD to send MSWord version of paper to RID</i>	TK

4. TERMS OF REFERENCE FOR *FIB* (UK) GROUP

An article by Clark and Powell (CONCRETE April 2004) was circulated as a starting point.

S Matthews to circulate the *fib* 'mission statement' .

Terms of reference should;

Reflect the *fib* definition of a National group and define its purpose. The Group should promote its benefits over individual company membership.

- Ease of access to information through National group
- Collective source of information compared to an individual company membership
- Sharing of information from personal involvement. Individuals would however need to report to the collective for to promote information exchange
- Remove duplication – need for specific individuals to monitor particular Commissions etc.
- Need for technical forum/dissemination day
- As a group it should be able to influence the *fib* Presidium
- Act as a conduit for information between *fib* and UK*fib*
- European wide contacts and networking
- Academics can gain contacts with industry

It is important to know who the UK representative is on the various Commissions and Task groups, and that any activity should be logged. The *fib* 2008 directory (expected soon) should be used to develop a listing.

Key points for terms of reference:

- Link to *fib* and support for *fib* objectives
- Purpose of UK*fib* National group
 - Influencing
 - Networking
 - Access for information
 - Research

UK National group need to consider this after London symposium finished.

5. MEMBERSHIP / SUBSCRIPTIONS

To assist in encouraging new members, it was suggested that;

- A leaflet is produced (based on Item 4 output). RD tabled the Society A5 leaflets for membership as an example. RD to investigate development.
- The web-site entry should be enhanced.
 - company logos
 - output from Item 4
 - related articles
 - *fib* summary and link
- UK*fib* logo. RD to investigate – see front page for suggestion.

RD – The Invoice for 2008 was re-issued by *fib* and paid in May 2008. Basic fee 14700 CHF, additional 8 subscriptions 2880CHF, tot 17580CHF which was ~£8753.67. This was offset by 14no. members payments of £600 = £8400. Deficit of £353.67 for 2008

Note that the exchange rate for Swiss Francs is not currently favorable, thus fees may increase.

RD to check with T Kay regarding the number of nominees per member company (carried forward from meeting 7 Item 4).

The following actions were agreed in relation to possible prospective member organisations:

ORGANISATION	CONTACT	ACTION BY:	Previous response
Costain	Mike Napier	C Hendry	Cool
Morgan Est		S Denton	
SKM Anthony Hunts	Bjorn Watson	C Goodchild/G Clark	
Mott MacDonald	David Place	G Clark	
Balfour Beatty		C Hendry	Cool
Scott Wilson	Simon Bourne Mark Race	S Denton/ G Clark	
Halcrow	Stewart Withycombe Ian Barnett Phil McKenna	R Day to check with Ted Kay	TK wrote to Withycombe and Barnett. No response
Jacobs	Michael Messham	R Day to check with Ted Kay	
Buro Happold	Brain Cole	R Day to check with Ted Kay	TK wrote to Cole. No response

6. **FIB DIPLOMA TO YOUNGER ENGINEERS**

The closing date for submissions to both categories (Research, Practice) is November. None received to date. Candidates must be under 40 and completed their PhD within the last 5 years. Chris Hendry encouraged to submit a paper. S Denton to provide CH with guidelines for submission.

7. **REPORT ON FIB SYMPOSIUMS / UK REPRESENTATION**

No reports provided.

Forthcoming symposiums include

Croatia, May 2010. Codes of practice in structural engineering

Washington, June 2010. 3rd *fib* congress

Prague, June 2011. Concrete engineering for excellence and efficiency

Christchurch August 2011. 9th symposium on high strength concrete

Post meeting note: Please refer to *fib*-News (Dec 08) emailed to members on 25 November.

A *fib* Task Group considering the *Assessment of concrete structures* is encouraging membership for a 25 strong group. Stuart Matthews asked for names by Christmas. Suggestions were S Denton, P Jackson, Mike Chubb. This is to complement B525/10 Bridges.

8. UK REPRESENTATION ON *FIB* COMMISSIONS

Deferred to next meeting- in conjunction with Item 4

9. *FIB* (UK) EVENTS

C Goodchild stated that UK*fib* could be included in the Concrete Centre's Communication Conference to be held in Leeds on 7-9 September 2009 in association with IM³. This would raise the profile of UK*fib* and provide a platform for research papers.

A UK*fib* specific logo should be produced. It is understood that UK*fib* can use the *fib* logo as organisers of an event so long as there is no financial transfer i.e. *fib* is not associated with sponsoring companies.

10. LONDON SYMPOSIUM 2009

M Powell (MP) gave an overview of progress to date.

EMAP have re-organised and there are new people to deal with. G Clark (GC) and MP have met with CEO (Alan Mitchell) and Susan Kemp. The contacts for day-to-day queries are:

Stuart Thomas (stuart.thomas@emap.com)

Melissa Corstorphine (melissa.corstorphine@emap.com).

Details to be circulated to UK*fib* by RD.

280 abstracts have been accepted. The target is to collate the full papers by Christmas, the official dead-line being 28 November. Authors should have been contacted by now, if not contact S Thomas. It was suggested that a reminder should be posted on the Symposium web-site.

Papers preparation guidelines suggest B4 format, of 7-8 pages. This was said to be as per previous symposium and probably relates to the printed output rather than electronic presentation on CD-Rom or Flash memory. Papers will be reviewed with the aspiration of accepting ~210.

Post meeting note: S Matthews felt this was unsatisfactory as the guidelines provided by G Clarke (Sept) were subtly different to those provided by EMAP (Oct). SM emailed the group on 19 Nov to this effect.

The Technical Committee is now developing the running order in anticipating a framework for January 2009. 4 Key Note speakers are to be invited, 2 already in committed.

Registrations are being taken. WSP and others have enquired as to discounts or variations to the published fees for multiple delegates/speakers from the same organization. MP said that this must be negotiated with EMAP direct on a case-by-case basis.

VAT is chargeable according to EMAP. Overseas delegates may be able to reclaim VAT; the method should be posted on the EMAP web-site.

The next organizational committee meeting is to be held on 12 December; MP and Ted Kay to attend.

GC stated that there are various sponsorship opportunities. EMAP need to develop these. MP to chase S Thomas and raise in December's organization meeting.

C Goodchild (CG) noted that he had not seen much advertising relating to the symposium. This is the responsibility of EMAP. Day rates have not been advertised, as EMAP are encouraging full 3 day attendance. Once the framework of the symposium is finalized, day passes may be available as there will be a programme to advertise against.

Social side of the symposium progressing.

Head-line speaker(s) sought for closing ceremony. GC looking for a government or industry person to retain the interest of delegates on day 3.

Post this meeting:

MP emailed S Thomas with a series of questions that were raised at this meeting. See appendix A for correspondence.

11. MODEL CODE

S Matthews reported that the model code was not fully developed in some areas. The next meeting is in January 2009, with a final draft in 2009. Its launch is likely to be Washington 2010

Defer to next meeting for further information on progress.

It was noted that an Asian Model code (developed by Asian companies) has been published. Members should be aware of any developments within ISO based on this code.

12. ANY OTHER BUSINESS

G Clark said the mechanism for joining a *fib* commission is for the UK Group to nominate either direct to the Commission in question, or via Anna Bosche.

Actions from this meeting are summarised in Appendix B

NEXT MEETING

2 April 2009

Concrete Society, Camberley, 14.00hrs (buffet lunch available from 13.30hr)

Appendix A – Email from M Powell to EMAP, with summary response.

Herewith, some feedback following discussions and several subsequent e-mail exchanges during the course of this week.

Question posed to e-map

1. Apparently a number of abstract providers maintain they have not heard back whether they are required to submit a full paper. Might it be worthwhile putting a note on the website advising that all authors have been contacted and if anyone has not heard, they should contact you for a status update on their submission?

RESPONSE: 3 e-mail reminders have been sent and phone contact is now being made to follow this up

2. Some disquiet apparently on the author guidelines, particularly the point limiting space to 6 pages for the full paper and for its submission to be in B5 format. We advised that the guidelines were based on prior conferences. If the full paper is to be collated electronically and not in paper, what relaxation can there be on size of the submission?

RESPONSE: At this stage with a closing date for papers only a week away there is little merit in re-issuing guidelines. There will be flexibility in the length of papers. Abstracts requested in colour purely to give flexibility in the choice of final format. No problems if submitted in B&W, but might stand out if abstract booklet is in colour.

3. Thanks for the feedback Melissa about VAT. Might it be worthwhile having something on the website (or a link) advising how overseas visitors go about VAT reclaim? It might encourage (rather than discourage registrations) if there are some practical guidelines to VAT recovery.

RESPONSE: Accepted as a good suggestion and will be acted upon.

4. Stuart, a reminder about UKCares who I believe have a significant birthday next year and are keen to have some sort of sponsorship arrangement at *fib09*. Contact person is Ben Bowsher. benbowsher@ukcares.com

RESPONSE: Noted and will be followed up

Additionally there have been ongoing niggles about registration fees for authors; one day visitors and multi-representation from larger firms. I have asked e-map to re-look and reconsider the current approach and have arranged to see them next Wednesday to discuss further.

Best regards

Martin

Appendix B

Actions from meeting No 8.

18 November 2008

Actions from Meeting number 7		
Item	Action	
3/4.2	Circulate details of logins and passwords. Chris Hendry to be added to list.	RD
3/4.4	Views of academic members with relation to attachment to UK Group. SD has emailed academics and waits response.	SD
3/8.1	Find out if there is academic support for <i>fib</i> (UK) event. SD has emailed academics and awaits response.	SD
3/11.4	Consider paper by Jonathan Shave for inclusion in Concrete. SD to send MSWord version of paper to RD	SD/RD
4	S Matthews to circulate the <i>fib</i> 'mission statement'. All to consider terms of reference.	SM/all
5.1	Leaflet to outline UK <i>fib</i> to be considered. RD to investigate.	RD
5.2	RD to investigate UK <i>fib</i> logo	RD
5.3	RD to check if 2 nominees per UK company can be held at <i>fib</i> .	RD
5.4	Contact new potential members. See table	all
6	<i>Fib</i> diploma. SD to provide CH with guidelines	SD
10	New contact details for EMAP to be circulated (<i>done</i>)	RD