**Meeting Title:** IAQM Committee Meeting 25th November 2021

**Attendees:**

Christine McHugh (Chair, CM), Honor Puciato (HP), Kieran Laxen (KL), Roger Barrowcliffe (RB), Duncan Urquhart (DU), Emma Gibbons (EG), Sarah Horrocks (SH), Davide Pascarella (DP), Tom Reade (TR), Samuel Pollard (SP), Carl Hawkings (CH), Kevin Wyche (KW), Ethny Childs (EC)

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| **Item** | **Subject** | **By who?**  **When?** |
| 1 | **Apologies for Absence**  Claire Holman, Bernard Fisher, Daniel Marsh, Chris Whall, Hugh Datson, Chuansen Ren and Rosalind Flavell sent apologies.  All members communicated remotely by video conference. |  |
| 2 | Minutes and Actions Accepted as true record.  It was noted that when discussing IAQM house style, the style guide should allow for all guidance to be printed in black and white. Moreover, it was noted that accessibility should be considered and included in the new guide. |  |
| 3 | Chair’s update Member voting for the IAQM Committee election closed on the 18th November. 112 members voted in total. 12 members stood for election and there are three places available. The top three candidates with the most votes have been elected onto the Committee and are Honor Puciato, Carl Hawkings and Xiangyu Sheng.  CM thanked Claire Holman, Kevin Wyche and Chris Whall, whose terms have come to an end, for their work on the Committee.  CM informed the group that her term as Chair ends in November 2022. A new Vice Chair will need to be elected in the January Committee meeting, with the intention if this person proceeding to the Chair role after CM’s term comes to an end.  To nominate for Vice Chair please get in contact with EC.  It was noted that a number of vacancies will be opening on the subcommittees due to Committee members’ terms coming to an end and that the January meeting will explore membership of these. | **ALL** |
| 4 | IAQM Committee co-option The new election procedure allows for three co-options over a three-year cycle. CM proposes that Kieran Laxen, who has contributed significantly to the work of the IAQM and leads a number of activities, is co-opted (for a 3-year term).  The Committee agreed to co-opt Kieran Laxen. EC will inform him. | **EC** |
|  | **SUB-COMMITTEE REPORTS** |  |
| 5 | **Membership subcommittee**  Report noted. No comments.  It was agreed that the new system of two reviewers per quarter would continue.  Members: Tom Reade (Chair), Roger Barrowcliffe,  Chris Whall, Sarah Horrocks, Christine McHugh |  |
| 6 | **Short Course Endorsement of Courses**  N/A  Members: Rosalind Flavell (Chair), Kevin Wyche, Daniel Marsh, Chris Whall, Carl Hawkings, Chuansen Ren |  |
| 7 | **Early Careers Group**  Report noted. HP informed members that the Early Careers Subcommittee would be meeting on the 8th December in central London for informal festive drinks. Committee members are welcome to attend.  In response to the recent Land Condition and IAQM ECN crossover event, SH expressed that she would like to be connected with the Land Condition Community Steering Group from the IES to explore current gaps in guidance looking at emissions during remediation. EC informed the group that the Steering Group are currently collating a resource list for the land condition sector and are planning to conduct a gap analysis of guidance. EC will set up a meeting between the Steering Group and SH. CR also asked to join. SH and CR will report back to the IAQM committee.  Members: Honor Puciato, Davide Pascarella, Mark Nichols, Emily Portergill, Nicole Asante, Adam Price. | **EC**  **SH/CR** |
| 8 | **Indoor Air Quality**  Report noted.  All members of the subcommittee will be thanked via email for their hard work and the subcommittee will hereby be dissolved.  Members: Claire Holman (Chair), Carl Hawkings, Mark Chapman, Chris Rush, Christine McHugh, Emma Gibbons, Kieran Laxen, Oliver Puddle, Peter Walsh, Roger Barrowcliffe | **EC/CH** |
|  | **EVENTS** |  |
| 9 | **Past Events**  Report noted.  It was noted that for online attendees of RTCA it was difficult to get much engagement (networking) during the breakout sessions and that it should be explored how we can make the virtual experience more interactive. It was pointed out that there were presentations from the sponsor and exhibitors during the breaks.  From the feedback, it should be determined whether people want more or less technical presentations, and it was noted that the IAQM should focus on the gap in the market and our role as a professional body, which is focussing on (technical) information at a level that supports air quality professionals rather than the public.  Many thanks to CH for organising the conference. | **EC** |
| 10 | **Upcoming Events**  In January we should make firm decisions. The meeting discussed the Measurement conference being hybrid; a 1-day or ½ day session (Forum) in June on the Environment Bill/new WHO guidelines/what the UK’s approach should be, involving Defra, COMEAP and AQEG; and 1 2-day Routes to Clean Air in September as wholly physical or hybrid.  Report noted. |  |
| 10.a | **Webinars**  There are currently two webinars in the pipeline:   * One focussed on the Environment Agency Environment Assessment Levels * One focussed on new guidance exploring integrating short-lived climate pollutants and air pollution into climate change monitoring   It was agreed that the IAQM would continue to hold webinars on the months where no other events were happening.  All members to send ideas for future webinars to BF. | **ALL** |
| 10.b | **Forums**    Previously forums have been held in March, June and November. It was noted that one idea for a forum is to explore the recent updated WHO guidelines, along with the targets for the Environment Bill and air quality objectives. It was noted that we could invite a representative from Defra, COMEAP and AQEG to take part. |  |
| 10.c | **Measuring Air Quality Conference 2022**  It was noted that the conference name should be changed to “Measuring Air Quality”. The intention is to hold this as a hybrid conference, but with all speakers attending physically and physical attendance encouraged. Currently, the plan is to hold the event in the last week of April. The IES project office will provide RB with venue options so that the date can be set.  All to send any ideas for potential speakers to RB.  For future conferences, different options were discussed such as recording conferences and letting people pay to access it. It was also noted that we could provide a livestream of the event rather than a full hybrid conference to allow for greater accessibility without the cost implications. | **EC**  **ALL** |
| 10.d | **Indoor Air Quality Conference 2022**  The events calendar will be confirmed at the January meeting. Either a forum, as described at 10.b, or the conference will be held in June. |  |
| 10.e | **Routes to Clean Air**  In January the committee can decide whether to plan a 2-day RTCA for September and whether it would be entirely in person or hybrid. |  |
|  | **TECHNICAL** |  |
| 11 | **Technical**   1. Construction Dust Risk Assessment Guidance   Report noted.   1. Modelling Guidance   The working group is currently working on redistributed chapters and have a deadline of the end of the November to look at text and make any changes before it is pulled together into A meeting is set for mid-December to go through the most current draft, after which sections will be allocated to be built upon. Anyone interested in contributing should contact KL.     1. National Highways proposed methodology for incorporating ammonia emissions in assessments of designated sites affected by road traffic   A working group of IAQM members provided comments on Highways England (now National Highways (NH)) proposed methodology for incorporating ammonia emissions in assessments of designated sites affected by road traffic. The comments were sent three weeks ago, but no receipt of acknowledgement has been received.   1. Guidance on Land-Use Planning and Development Control   It was raised that this could be related to compliance with Clean Air Zones. It was also noted that the issue of developments having a negligible or slight impact is an old one. The real issue for planning officers in this realm is dealing with the cumulative effects for developments, which is still not settled.  On the issue of updating the table with new WHO guideline values, RB was reluctant to do this as the table is designed to be adaptable for use with chosen assessment levels.  It was agreed that EC would set up a call with CM and the person who raised the issue so that we can understand their comments further. TR will join the call. | **EC/CM** |
|  | **STRATEGY** |  |
| 12 | **Proposed workplan**  The workplan will be updated for 2022 at the January meeting. |  |
| 13 | **Indoor Air Quality Membership Drive Working Group**  Paper noted. No comments. |  |
|  | **OTHER** |  |
| 14 | **IES update**  Report noted. No comments. |  |
| 15 | **IAQM air quality and climate change survey**  Report noted.  BF provided the following in advance of the meeting:  *“With regards to the Climate and Air Quality Questionnaire I would suggest that we ask committee members to digest it and decide what action on climate the IAQM should take forward (training?) at the next meeting. You may have some ideas having attended COP26. Also note the recent Royal Society report ‘Effects of net-zero policies and climate change on air quality Issued: November 2021 DES7687 ISBN: 978-1-78252-558-5 © The Royal Society’.”*  It was raised that we could organise something similar to the Ethics Training ran in 2019, whereby the IAQM and IES identified a suitable trainer to provide training on an aspect raised in the survey. Members could then be offered a training opportunity for a fee. The authors of the report raised above could be explored as potential trainers.  It was noted that in addition to the usual groups this training could be marketed outside of our usual groups, such as planning officers and sustainability professionals.  Any ideas for training/trainers in this area should be sent to EC. | **EC/BF/CM**  **ALL** |
| 16 | **Westminster Commission on Road Air Quality**  This group is a backbench Committee led by Barry Sheerman MP which mostly consists of technical and NGO members who provide guidance on what questions should be raised in this area in the Commons. DU expressed the view that this group should be engaged with the IAQM and is happy to be on the Committee as a representative of the IAQM. They currently have quarterly events and it would be useful for a member of the IAQM to attend these.  It was noted that CM could write to them as Chair and offer a presentation on the IAQM. Joseph Lewis, Policy Lead at the IES, will be consulted on his view for how best to engage. | **DU**  **EC/CM** |
| 17 | **Traffic and Transport Working Group**  Report noted. SP volunteered to join the Working Group and will report back and consult as appropriate. | **SP** |
| 18 | **Air quality across the design process**  Report noted. Committee members agreed that it would be good for the IAQM to be involved in this and that a Working Group should be set up to support this piece of work. CR will feed this back to CIBSE and determine next steps. | **CR** |
| 19 | **London Plan Guidance**  Report noted. It was agreed that members should be emailed out details of this consultation and how to get involved. Members should also be informed that the IAQM will be submitting a response and that members can send their views to the IAQM. Putting together the response will be led by CM. | **EC/CM** |
| 20 | **Any other business**  SH raised the idea that it would be useful to explore ways of promoting/providing information on IAQM guidance via a more interactive/digital format to appeal to different audiences. In particular the idea of producing short YouTube videos summarising the guidance could be explored. EC will work with CH to test out the idea by producing a short video introducing the Indoor Air Quality Guidance. | **EC/CH** |
| 19 | **Date of Next Meeting**  The meetings for 2022 will be confirmed shortly via doodle poll. | **EC** |