

**IAQM COMMITTEE MEETING -
PAPERS
April 2022 (12:00 – 14:00)**

Online: see calendar invitation & at Temple, 3rd floor, Clove Building, 4 Maguire Street, London SE1 2NQ
All papers available from www.iaqm.co.uk/committee
Username: IAQMCommittee
Password: IAQM_2019!%

[2] Minutes of IAQM Committee Meeting, 21st January 2022 and actions – verbal update

GOVERNANCE

[3] Chair's report – Verbal update

[4] Governance changes

Previous Committee Structure

IAQM Committee

- 22 Members including IES Officer ex-officio. Members were selected.
- Officers: president, Chair, two vice-Chairs, Secretary (5 officers) + 4 Chairs of sub-committees
- Deals with both strategic and technical issues

Membership

- 5 members
- Considers applications for membership and reviews CPD records

Early Careers

- 6 members
- Coordinates networking & development opportunities

Technical Task & Finish

- Work on Guidance, Position Statements, Consultations etc

Indoor Air Quality

- 10 members
- Activities around integrating IAQ into IAQM

Short Course Endorsement

- 5 members
- Assesses appropriate short courses for endorsement

Structure proposed in 2021 – we took an initial step

IAQM Council

- 12 members **MOVED TO ELECTION & CO-OPTION**
- IES Officer ex-officio (1); President (1)*
- Officers (4): Chair, vice-Chair, Chair of Member Services Committee, Chair of Technical Committee
- Other (6)
- Up to 2 co-options to address diversity and skills/knowledge coverage (2)
- Deals with strategic issues and determining whether there is a technical issue to be addressed

Member Services Committee – **currently 3 sub-committees**

Responsible for:

- Membership applications**
- Review of CPD records
- Short course endorsement
- Early careers

Technical Committee – **no action on a Technical Committee yet**

Responsible for:

- Technical publications: e.g. Position Statements; Guidance
- Technical events: Conferences; Forums; webinars

Standing Committee

*post may be vacant

**except applications for Fellow

In 2021 this committee agreed a change for 2021 to reduce the size of the main committee and to move to election/co-option rather than selection.

Recommendation

Set up a working group to report back to the next management committee meeting with recommendations for elections to the management committee in November 2022 and any other proposed governance changes.

[5] Honorary Fellow 2022

Nomination 1. Prof Cath Noakes

Suggested by Christine. Due to her complementary expertise to IAQM’s area of work, relevance to IAQ and topicality with respect to COVID. She put ventilation centre stage nationally!

Mechanical engineer, Professor of Environmental Engineering for Buildings at the University of Leeds. Prof Noakes specialises in airborne infections and the transport of airborne pathogens. During the COVID-19 pandemic, Noakes served on the Government of the United Kingdom Scientific Advisory Group for Emergencies (SAGE). (Wikipedia!)

Nomination 2. Prof Helen ApSimon

Suggested by Christine. Due to her long and eminent involvement in our field. She has trained many practitioners.

Air pollution scientist. Professor of Air pollution Studies at Imperial College London. Her research includes the impact of acid rain, nuclear accidents and fine particulates on human health and ecosystems. (Wikipedia!)

SUB-COMMITTEE REPORTS

[6] Membership sub-committee (TR)

Membership numbers as of 22nd March stood at 650. This represents a 2.5% growth on January numbers. We are currently still in the renewals period so confirmed membership numbers will be known by the end of April. Updated membership numbers and retention figures will be provided at the June Committee meeting.

The following changes were made to the membership in Jan - Mar:

- 8 new associate members
- 10 new full members (of which 7 were regrades)
- 6 new members identified as working as in indoor air quality

IAQM	June 2021
Fellow (incl. Honorary)	16
Full	381
Associate	219
Affiliate	34
TOTAL MEMBERS	650
% +/- on previous meeting	2.5%

[7] Short Course Endorsement sub-committee (RF)

Introducing a charging system for short course endorsement

Three courses are currently endorsed by the IAQM:
Essentials of AQM: An Introduction to Air Quality Management – EMAQ+
Odour Study Day Course – Silsoe Odours
Air Quality – 5 x one-day courses – University of the West of England

Courses are endorsed for a period of three years, subject to annual progress reports. After three years they are invited for re-endorsement. The Short Course Endorsement Subcommittee assesses applications for endorsement using a set of assessment criteria.

Benefits of endorsement

Provides a clear signal that the IAQM supports the aims and objectives of the course

Signals to attendees that the course operates and maintains high standards in its content and delivery
 External endorsement ensures critical self-assessment and continuous quality assurance
 Equips AQPs with sound knowledge and skills in subjects relevant to the science and practice of Air Quality Management
 Course listed on the IAQM website and promoted through IAQM social media channels

Expanding the scheme

A number of courses have been identified that could be eligible for endorsement:

- [Air pollution on this list under transport](#) - Newcastle University
- [Introduction to air pollution modelling](#) – Wessex Institute
- [Industrial air pollution monitoring](#) - Leeds University
- [Process emissions and control](#) – Cranfield University

Expanding the scheme would provide an opportunity for increasing the role of the IAQM in providing quality assurance of courses in the sector as well as promote the IAQM among new audiences.

Introducing fees for endorsement

To diversify income streams for the IAQM, a charging system could be established. Research was done to find comparable schemes in place that could inform the pricing structure for endorsement. Charging a fee also signals the quality of IAQM endorsement and reflects the value of IAQM promoting the courses on its website.

There is a dearth of information available about the fees for endorsing courses, but the following fees were identified which may provide some steer:

Name	Scheme	Fee	Length of endorsement
IChemE	Approved training	Starts at £333 per annum	3 years
CIAT	CPD Registry	The total cost of CPD course(s) provided by educational establishments is priced at £636 with a renewal price of £225 (incl. VAT). For other organisations the price is £936 with a renewal price of £350 (incl. VAT). This includes the price of a non-refundable administration fee of £30 (plus VAT).	1 year
CIBSE	Directory of CPD Course Providers	Different bands for different numbers of course materials - starts at £1,200	2 years
The Security Institute	Approved Training Providers	£250 plus admin fee	Not clear
Association for Nutrition	CPD Endorsement	Cost depends on length of event ranging from £165 to £715	2 years
Society of Radiographers	CPD Endorsement	£255 + VAT	Not clear
Royal Society of Chemistry	Approved Training Courses	Determined on case-by-case basis	3 years

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Key questions to consider:

- Do we want to invite courses to apply?

If yes,

- What should we charge for endorsement?
- Should this fee cover the full three years and should we charge a renewal fee at the end of the three years?

Recommendation

The project office recommends that the IAQM introduce a fee for Short Course Endorsement on a graded scale depending on the length of the course. The cost of an application for endorsement award depends on the length of the programme and the volume of materials to review which would typically fall within the range £100-500. We believe that this reflects the value of IAQM endorsement, whilst also not being prohibitive for course providers.

Charging for endorsements reflects the significant staff and subcommittee time that goes into assessing short courses and signals the prestige of IAQM endorsement.

[8] Early Careers Group sub-committee (HP) – Verbal update

[9] Climate Change Working Group (CR)

Two meetings have been held with the working group and EC met with EPUK to discuss their work and potential cross over in the update of their guidance on climate change and air quality for local authorities. At the first meeting it was discussed that being a proactive consultee in the area of climate change and air quality would be a good focus for the working group.

The working group are progressing with a news story letting members know about them and an initial thought piece on what net zero means for air quality professionals, however we will look to publish this after the Committee meeting on the 6th April. Before the meeting the group want to draft a short mission statement for the group which provides an aim for the group that is achievable and can focus our activities.

Other ideas raised for the group to look into includes thinking about producing a tool to support organisations reporting on GHG and air quality. Also there is potential for further Thought peices e.g. whether current guidance supports us to reaching net zero.

EVENTS

[10] Past events

Early Career Network

An IAQM ECN event was held on the 15th March on [volcanoes and long-range transboundary air pollution](#). 37 people attended the event and 73 people registered. The event featured 2 speakers:

- Nicola Stebbing, Met Office - *How to model the dispersion of pollutants from high altitude eruptions such as Tonga*
- Scott Hamilton, Ricardo - *Air Quality Impacts from Volcanic Eruptions: A real case study from the UK Perspective*

Webinars

Since the last meeting, there has been three IAQM webinars:

- Alun Roberts-Jones - [Environment Agency air emissions risk assessment EAL updates](#)
 - 474 registrations
 - 285 live views
 - 56% non-members
- Justin Goodwin - [Integrating air pollution, greenhouse gas and other wider impact analysis into decision-maker support tools](#)
 - 205 registrations
 - 111 live views
 - 37% non-members
- DEFRA Air Quality Team - *Review of the national Air Quality Strategy*
 - 255 registrations
 - 170 live views
 - 15% non-members
 - On DEFRA's request this webinar was not recorded.

[11] Upcoming events

Webinars:

The following webinars are scheduled:

- 21st April - [The new sensor wave: Impact on operations, GHG/regulatory reporting and the community](#)
- 11th May - [The HVAC system's role in improving environmental air quality in buildings of all types](#)
- Webinar from Michael Bull, date to be determined

Forums

The next forum is due to be held in June 2022. 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?

Routes to Clean Air (RTCA)

One-day conference to be held in London in September.

TECHNICAL

[12] Technical

a. Construction Dust Risk Assessment guidance (provided by Matt Stoling)

Comments have now been received on my internal pre-draft so MS will pull these together and get a draft out - aiming by end April as long as work allows.

b. Modelling guidance (KL) – verbal update

c. Guidance on Land-Use Planning and Development Control (KL) – verbal update

d. Westminster Commission on Road Air Quality (CAM)

e. Traffic and Transport Working Group (SP) – Verbal update

f. Air quality across the design process – CIBSE (CR)

The initial stage draft has been compiled, but progress halted as CIBSE was awaiting an air quality round table event with RIBA. CR invited to air quality round table event with RIBA to discuss how RIBA consider air quality more through the design stages. This was a welcomed invite as aligned with the AQ across RIBA stages document. CR and CIBSE Chair followed this up to arrange initial call with RIBA and from this call a workshop with key architects is to be arranged to discuss their thoughts/potential input and what they would see as being required from this. Following this meeting the draft can be progressed – and require IAQM review / input – with potential for more active involvement as part of a combined IAQM/CIBSE/RIBA workshop.

g. Collaboration with IES Land Condition Community (SH)

SH and CR joined the IES Land Condition Community Working Group meeting on the 17th February. SH put forward a proposal for developing joint guidance linking air quality and contaminated land disciplines and what the objective would be. At the meeting attendees discussed various routes to producing it, including potential collaborations, such as with CIRIA.

Next steps are to 1) understand the extent of progress undertaken by local authorities, 2) ask other consultants to openly share thoughts, ideas and opinions, and 3) establish small working group to define the problem.

h. Defra environmental targets consultation (CAM)

STRATEGY

[13] Workplan (CAM)

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Events									
Webinars	21 st	11 th		7 th					
RTCA 1 day						x			
Summer Forum			x						
AGM & lecture/talks								x	
ECN			x						
Publications									
Modelling Guidance									
Construction dust update									
EPUK climate change guidance for LAs									
Consultation responses & outreach to other organisations									
Defra Clean Air Strategy									
Environmental targets		x							

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OTHER

[14] IES Update (EC) (also part of 10 and 11)

Staff changes

Claire Roth and Issy Martin have now left the IES and Katherine Karr will be leaving in April.

Three new members of staff have been added to the team:

- Rebecca Finbow, Education and Professional Development Officer
- Benn Townend, Admin Officer
- Derek Jardine, Events and Training Officer

There has been a slight staff restructure at the IES with Ethny Childs, Communities & Partnership Lead, Joseph Lewis, Policy Lead, and Danielle Kopecky, Publications Lead, joining the Senior Management Team.

Mentoring platform

A reminder that the [IES' mentoring platform launched last year](#) is available for IAQM members to use. We encourage you to sign up as a mentor so that there is good air quality coverage on the platform.

Forthcoming Journals & Reports

- Transport (Q1, 2022 - published)
- 50th Anniversary edition (Q2, 2022)
- Ecological Restoration (Q3, 2022)

[15] IAQM Competency-based membership (BF)

[16] IAQM CPD audit (EC)

Introduction and process

The IAQM conducts a CPD audit every three years of its professional membership. 5% of members are audited. Each person needs to be audited by two people and the IAQM Committee will be responsible for auditing – with current membership numbers each Committee member should only need to audit ~2 records each. CPD auditing is important to ensure that members are staying up to date with CPD requirements and to maintain professionalism among members.

Members are randomly chosen for auditing and each member will be allocated to an auditor, following the requirements of the relevant licensing body:

- CEnv & CSci must be audited by at least one CSci and one other chartered assessor (CEnv and/or CSci)
- REnvP must be audited by at least one CEnv or REnvP
- REnvTech must be audited by at least one CEnv, REnvP or REnvTech

Auditors will need to complete a short training video/document and exercise by the end of May. This exercise will involve a practice audit of 3 randomly selected past CPD records of varying quality across the categories (breadth, hours, reflections, suitability).

Those who did not pass the audit, but have been responsive to communication, should be re-audited the following year, as opposed to resubmitting their record to pass within the current year's audit.

Timeline

- Mid April – Send through a reminder email to those who have not completed the required CPD that auditing will be taking place and that they need to update record by mid-May
- May – Auditors receive training on how to carry out audit
- June – Audit takes place
- July – Feedback provided to members based on auditors comments

[17] IAQM Membership Survey (EC) – see attached paper.

[18] Dates of next committee meetings and AGM

- 6th July
- 23rd November