



**Institute of  
Explosives  
Engineers**

VOICE OF THE EXPLOSIVES INDUSTRIES

**43rd ANNUAL GENERAL MEETING (AGM)**

**Monday 3<sup>rd</sup> April 2017**

**at 4.00 pm**

**Hampshire Barn**

**Sutton Scotney**

**Winchester**

**SO21 3NB**

**Monday 3<sup>rd</sup> April 2017 at 4.00 pm**

**Hampshire Barn, Norton Park Hotel,**

**Sutton Scotney, Winchester, SO21 3NB**

**AGENDA**

<b>No:</b>	<b>Item:</b>	<b>Owner:</b>
1.	Welcome and Apologies	D Welch
2.	Minutes of 42 <sup>nd</sup> Annual General Meeting	D Welch
3.	To receive and consider the Statement of Accounts for the period ended 31 <sup>st</sup> December 2016	I McKay
4.	President's Overview	D Welch
5.	To receive and consider Reports of Council <ul style="list-style-type: none"> <li>• President's Report</li> <li>• Finance</li> <li>• Legal and Compliance</li> <li>• Education and Training</li> <li>• Membership</li> <li>• Marketing</li> <li>• Affiliations</li> </ul>	D Welch I McKay T Slate A Carr A Pettitt R Parry K Cross
6.	Membership vote on amendment to Constitution	D Welch / R Barber
7.	Announcement of President, Section Heads and Council Members for 2017 / 2018	D Welch
8.	Any other competent business	D Welch

**MINUTES OF THE 42ND ANNUAL GENERAL MEETING**

**Telford Hotel & Golf Resort, Telford, TF7 4DT**

**Tuesday 12<sup>th</sup> April 2016 at 4.00 pm**

**1. President's Opening Address**

Dave Welch, the President in the chair, welcomed all members in attendance.

The President thanked the efforts of Council during the last 12 months and confirmed a lot of work had been undertaken. The President welcomed feedback from members so that Council can understand what they are either doing correctly or what could be done in a better way.

The issues surrounding the website were then discussed by the President, with him informing the meeting that work is currently in progress to vastly improve the website which has had some security and design issues. It was hoped that the improvements will allow members to have the ability to pay subscriptions on line by 2017.

The President stated that the work of the Secretariat had been greatly improved and assisted by the new membership database and the new more commercial structure of Council.

**2. Apologies**

Apologies have been received from Don Williams, Alan Morley, Andrew Clarke, Andy Oppenheimer, Jim Box, Rob Orr, Jackie Akhavan, Chris Hot, Carl Lindley, John Foran, Lance Malin, Pete Norton, Marin Underwood, Andy Hubble, Gareth Bex, Stephen Murray

**3. Minutes of the 41st Annual General Meeting held on 23<sup>rd</sup> April 2015**

The President invited comments on the draft minutes of the 41st Annual General Meeting.

3.1 No comments received or matters arising.

3.2 Nigel Taylor proposed and John Wolstenholme seconded the motion that the draft minutes of the 41st Annual General Meeting held on the 23<sup>rd</sup> April 2015 be accepted as a true and accurate record. The membership voted in favour of the motion.

**4. To receive and consider the Statement of Accounts for the period ended 31<sup>st</sup> December 2015**

The Finance Director, Ian McKay, presented the Statement of Accounts for the period ended 31<sup>st</sup> December 2015, as contained within the AGM booklet.

4.1 No comments received or matters arising.

4.2 Tony Slate proposed and Allan Hinton seconded the motion that the Statement of Accounts for the period ended 31<sup>st</sup> December 2015 be accepted as a true and accurate record. The membership voted in favour of the motion.

**5. To receive and consider the Reports of Council**

The President advised the meeting that all reports were contained within the AGM Booklet and asked for any questions arising from those members present.

5.1 No comments or questions received.

5.2 Andrew Smith proposed and Chris Child seconded the motion that the Reports of Council as contained in the 2016 AGM booklet be accepted as a true and accurate record. The membership voted in favour of the motion.

**6. Membership vote on amendments to the Constitution**

The President introduced Ruth Barber.

6.1 Ruth Barber stated that all members present should have received a copy of the proposed revised Constitution which is also contained within the AGM booklet. The motion is should the revised version of the Constitution be adopted.

6.2 Ruth Barber informed the meeting that 11 votes had been receive by email. Ruth Barber also confirmed that the Procedures would also require updating and amendment. The amendment of Institute Procedures is more flexible and does not require a vote from membership. In order to adopt the revised Constitution a  $\frac{3}{4}$  vote in favour is required from membership present at the AGM.

6.3 Ruth Barber informed the meeting that the proposed changes were to put in place better corporate governance and proper financial accountability, and to make clear the periods of tenure of Council. Ruth Barber requested membership move to a vote.

6.4 A point of order was raised by Ian MacDonald Watson, that there are a number of things mentioned in the Constitution but no Resolution has been put to the AGM. Ian MacDonald Watson believed this was legally incorrect. Ruth Barber responded to the point of order by confirming that the words of the Resolution were the wording that was send to members, so that was effectively the Resolution.

6.5 A member requested an explanation as to why Branches had been taken out. The President responded by explaining that consideration had been given to the purpose and function of branches. It was concluded that branches were to allow members to network and share, however the number of members benefiting from the current branch structure was minimal. It was recognised that IExpE was required to provide opportunities for all members to gather. A system was proposed whereby



members can still gather and approach IExpE for funding for events ranging from coffee mornings to larger events.

6.6 Ian MacDonald Watson, referring to the branch structure, proposed that IExpE adopt his proposal as follows:-

*6.6.1 It is noted that the support of Branches has been removed from Para 8 (Means) in the existing Bye Laws. Following a conversation between myself and David Welch, it appears that the intention is not to discourage meetings of members, outside the annual conference, for the exchange of technical information. To avoid potential controversial discussion at the AGM, I therefore propose that the following Paragraph be inserted into the new Constitution between 3.5 and 3.6:*

*By providing Secretariat support, on request, to groups of members wishing to meet to exchange views and information on explosives technology in furtherance of their professional development.*

6.7 The President confirmed in terms of the new wording there was no issue. Ruth Barber confirmed that we cannot at this time make changes to the wording of the Constitution as this meeting could only vote on the document as presented.

6.8 A member from Australia queried whether or not areas like Australia would still be able to receive the same support as previously given, as IExpE is a global institute and not just a UK institute. The President responded by confirming that overseas branches are an important element of IExpE, with particular reference to Australia and Singapore. Members from different countries would be able to apply for funding with every application being carefully considered on its own merits.

6.9 Concerns were received that by relying on individuals without a branch structure meetings would not be arranged and would cease. A suggestion was received to seek a review of the position in six months. The President responded by stating that a period longer than six months would be required and that this should be added to the Agenda for the 2017 AGM so a report can be provided as to the successes and what needs to be changed.

6.10 The President confirmed that the change was aimed at bring more people to events, and to move away from low number attending at the AGM, Dinner and Conference.

6.11 A member from Singapore (Norman Yen) stated that Singapore was a self funding branch with its own Constitution. The President confirmed that Singapore was completely separate and a unique case in that it was not really a branch, being its own legal entity under Singaporean law.

6.12 Ruth Barber concluded that with regard to the proposal of Ian MacDonald Watson members were unable to vote on this as the proposal is required to be notified to membership by email and providing 28 days to respond. However with Council Members and Company Directors present it is able to be put as a proposal.

6.13 It was therefore proposed that the following Vice Presidents be elected, Ian McKay, Paul Harris, Andy Carr, Andy Pettitt, Rob Parry, Ken Cross. All members present voted in favour (as all the Vice Presidents current and designate were present, that the issue be placed before the Council. All Council members voted in favour)

6.14 Ruth Barber then proposed to all Vice Presidents that the following wording be inserted in the Constitution:-

By providing Secretariat support, on request, to groups of members wishing to meet to exchange views and information on explosives technology in furtherance of their professional development.

All Vice Presidents voted in favour.

6.15 The President thanked Ian MacDonald Watson for his input.

6.16 Ruth Barber stated the motion now to be voted upon was whether or not the revised Constitution should be adopted. A 75% majority was required.

6.16.1 11 votes in favour have been received via email

6.16.2 2 votes received against

6.16.3 2 abstentions received

6.16.4 Aside from the 2 abstentions and 2 votes against all other members present voted in favour

6.16.5 The motion to accept the revised constitution was carried

## **7. Awards**

7.1 The President informed the meeting that there was only one award being given this year. The President requested that more members nominate people to receive awards and confirmed that a list of awards will be issued to assist.

7.2 The President announced that Bruch Cochrane had been nominated by Diane Hall for his Tech Spec articles to receive the Journal Award. Unfortunately Bruce Cochrane was not present to receive his award.

## **8. Announcement of President and Vice Presidents for 2016/2017**

8.1 The President thanked all Council members for their support over the last year, and confirmed the presidency was handed over in October by John Wolstenholme. The President thanked John Wolstenholme for all his work and the considerable hours worked and significant changes made. The President presented John Wolstenholme with his Past President's Medal.

8.2 The President thanked those Council Members leaving Council. Nathan White and Holli Kimble with specific mention to Nathan White for organising the 2016 AGM, Dinner and Conference, together with Paul Harris who has reached the end of his time on Council and due to extensive commitments within the British Legion had decided to step down.

8.3 The President welcomed new members of Council, Tom Goodman, Andy Hubble and Ian Scattergood.

8.4 The President confirmed as per the vote in the constitutional change, Council will now be as follows:-

President

Dave Welch

Past President            John Wolstenholme

**Finance**

Vice President            Ian McKay

**Legal and Compliance**

Vice President (designate) Tony Slate

Martyn Sime

Ruth Barber

**Education and Training**

Vice President            Andy Carr

Graham Brooks

**Membership**

Vice President            Andy Pettitt

Fiona Smith

Chris Child

**Marketing**

Vice President            Rob Parry

Nigel Taylor

**Affiliations**

Vice President            Ken Cross

**New Council Members**

Andy Hubble

Tom Goodman

Ian Scattergood

**9. Any other competent business**

No items of any other business were received

Meeting closed at 5.10 pm

## INSTITUTE OF EXPLOSIVE ENGINEERS

### INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 DECEMBER 2016

	INCOME & EXPENDITURE 2016		INCOME & EXPENDITURE 2015		VARIANCE
	£	RATIO %	£	RATIO %	
<b>INCOME</b>					
Conference	-	-	-	-	-
Supplies	-	-	-	-	-
Interest Received	450	0	387	0	63
Annual Subscriptions	183,088	83	133,791	84	49,297
Application Fees	4,257	2	5,278	3	(1,021)
Journal Subscriptions	1,102	1	1,039	1	63
Journal Advertising	-	-	(695)	(0)	695
ID Card Income	3,700	2	3,745	2	(45)
Merchandise	475	0	-	-	475
Examination and Course Income	200	0	170	0	30
NOS and EU Excert Project Income	-	-	-	-	-
DOES Income	16,082	7	6,000	4	10,082
Fund balances on old projects	4,622	2	-	-	4,622
Miscellaneous Income	5,330	2	9,999	6	(4,669)
<b>TOTAL INCOME</b>	<b>219,306</b>	<b>100</b>	<b>159,714</b>	<b>100</b>	<b>59,592</b>
<b>LESS DIRECT COSTS</b>					
Library Costs	-	-	-	-	-
Stock Purchases	750	0	1,037	1	(287)
ID Card Expenses	191	0	159	0	32
Examination and Course Expenses	-	-	-	-	-
Conference Expenses	13,504	6	5,216	3	8,288
	14,445	7	6,411	4	8,034
<b>INCOME LESS DIRECT COSTS</b>	<b>204,861</b>	<b>93</b>	<b>153,303</b>	<b>96</b>	<b>51,558</b>
<b>OTHER EXPENDITURE</b>					
Office and Secretariat Support	23,087	11	43,563	27	(20,476)
Wages	22,325	10	-	-	22,325
Recruitment Costs	8,284	4	-	-	8,284
Rent and Rates	14,536	7	-	-	14,536
Utilities	342	0	-	-	342
Postage	3,702	2	1,400	1	2,302
Stationery and Printing	1,769	1	2,048	1	(279)
Telephone	1,817	1	-	-	1,817
Marketing and Advertising	8,616	4	864	1	7,752
Maintenance and Renewal	2,065	1	35,969	23	(33,904)
Computer and Website Costs	9,709	4	-	-	9,709
Bank Charges	3,777	2	2,789	2	988
Awards and Prizes	683	0	1,410	1	(727)
Travel Expenses	6,741	3	9,672	6	(2,931)
Expenses - Other/Miscellaneous	988	0	2,203	1	(1,215)
Outgoing Subscriptions	7,807	4	8,955	6	(1,148)
Accountancy	2,203	1	2,112	1	91
Consultancy Fees	7,287	3	8,982	6	(1,695)
Training Expenses	150	0	6,013	4	(5,863)
EUEXNet Project Expenses	500	0	7,500	5	(7,000)
DOES Expenses	53,092	24	-	-	53,092
EFEE Project Expenses	1,741	1	-	-	1,741
EuEximp Project Expenses	6,000	3	-	-	6,000
Journal - Print and Design	17,706	8	16,226	10	1,480
Journal - Editor	10,657	5	10,850	7	(193)
Journal - Postage	6,322	3	8,445	5	(2,123)
Journal - Articles/Others	-	-	-	-	-
Insurance	2,058	1	1,843	1	215
Loss on sale of fixed assets	1,350	1	-	-	1,350
Depreciation	2,575	1	338	0	2,237
<b>TOTAL OTHER EXPENDITURE</b>	<b>227,889</b>	<b>104</b>	<b>171,182</b>	<b>107</b>	<b>56,707</b>
<b>SURPLUS/(DEFICIT) FOR THE YEAR BEFORE TAX</b>	<b>(23,028)</b>	<b>(11)</b>	<b>(17,879)</b>	<b>(11)</b>	<b>(5,149)</b>
Corporation Tax (see Note 1, Page 5)	(90)	(0)	(77)	(0)	(13)
<b>SURPLUS/(DEFICIT) FOR THE YEAR AFTER TAX</b>	<b>(23,118)</b>	<b>(11)</b>	<b>(17,956)</b>	<b>(11)</b>	<b>(5,162)</b>

**INSTITUTE OF EXPLOSIVE ENGINEERS**  
**MOVEMENT IN FUNDS**  
**FOR THE YEAR ENDED 31 DECEMBER 2016**

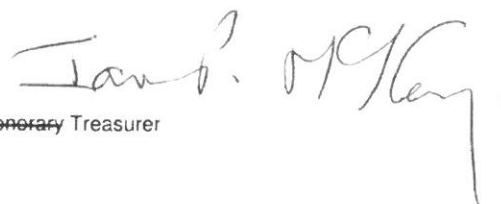
	TOTAL FUNDS 2016 £	TOTAL FUNDS 2015 £	RATIO %	VARIANCE £
SURPLUS/(DEFICIT) FOR THE YEAR AFTER TAX	(23,118)	(17,956)	9	(5,162)
FUND BALANCES BROUGHT FORWARD AT 1 JANUARY	191,327	209,283		(17,956)
TRANSFER FROM RESERVES	-	-		-
FUND BALANCES CARRIED FORWARD AT 31 DECEMBER	----- 168,209 -----	----- 191,327 -----		----- (23,118) -----

The financial statements on pages 2 to 5 were approved by Council on:

President



Honorary Treasurer



Date:

The last 12 months has seen a considerable increase in the evolution and growth of our Institute. This growth has, as ever, required considerable effort from a range of individuals including, full time staff, volunteer council members, co-opted council members and others within the Institute and wider explosives community for which I offer my sincere thanks, alongside a plea for those efforts to continue into the future.

Whilst the reports contained within this booklet outline some of the key efforts and achievements over the past 12 months I would wish to highlight a few key areas:

#### Liaison and Lobbying

Our liaison with government agencies and departments within the UK and Europe continues to strengthen and we continue to act as a conduit for a range of explosives related issues from Track and Trace legislation, to Explosives Storage through to the impacts of BREXIT.

#### Website and Advertising

The upgraded website is now live and has received excellent feedback thus far. The new structure and members area offers a much improved range of interactive benefits to all our members and these will only grow as the discussion pages are utilized. I encourage all members to register for access to the member area.

#### Networking Events

Since the last AGM we made a commitment to funding a broader programme of networking events and this has been very successful. We have supported events in a range of locations including Texas (USA), Swindon, Aberdeen, Bristol, Portsmouth, Stafford with more events in the diary for 2017 including London and Berlin.

#### Standards

The Membership Committee are often challenged by prospective members who submit applications without an appropriate CV or incomplete references. Quite rightly, all applications, regardless of who they are from or who the reference is supplied by, should be subject to a consistent verification process. It is only by this process can we protect our standards and ensure those joining our institute have the required skills and qualifications which are verifiable. The membership team not only serve to police the applications coming in, they also mentor those wishing to gain membership and guide them through the process such that we can verify accordingly.

On the same note we are working on a range of measures to ensure Company Members are able to demonstrate their compliance with certain safety and best practice criteria. This system will provide benefits to members by way of a verification process which will reinforce the value of company membership.

The last year has been a very busy yet productive period for our Institute and I encourage all members to read the reports herein. I will be available, alongside the Section Heads and broader Institute team during the AGM and Conference to answer any questions you may have.

Dave Welch FCMI MIExpE MIABTI

The income from the main streams of membership subscriptions and application fees, and from courses and projects, continues to furnish by far the greatest contribution to our operating funds. Applications and subscriptions have been well up this year and this reflects the increased status which the Institute enjoys, particularly now that it is able to offer Engineering Council accreditation status to appropriate members. We are confident that in the future there will be an increased level of course endorsement which will generate further income.

Journal costs and the costs of office support and administration remain the greatest outgoings. Also, we have not been able fully to realise the savings which were predicted to arise by moving to a virtual office. Indeed, there have been additional costs this year incurred by acquiring and moving into our own premises. This was brought about by our position in a shared office becoming untenable as the office owner required addition space to meet their own requirements. The costs of the office move and the costs of establishing ourselves in our new home were met from accrued funds and have been so noted on the budget. They do not therefore appear as a direct cost to the members.

We have achieved a satisfactory level of cost control and the contracts which the Institute has entered into are being kept under review. It is appropriate that the Institute applies due diligence in the management of its finances. The financial policies of the Institute have therefore been reviewed and revised where appropriate to reflect our stand-alone status and our position as a company limited by guarantee.

We still aim and intend to achieve a position in which we live within our means and in which the overall operating costs are kept to a level which can be met wholly by subscription income. With this in mind, the subscriptions increases are again being held at a level in line with the rate of inflation which is a positive benefit for the members.

We have now achieved much better data management, which, combined with a more efficient and user-friendly web site, enables members to access information more easily. It also ensures greater data accuracy.

This is my last report as Financial Director. As I step down after the AGM my place will be ably and competently filled by Andrew Smith, in whom I have every confidence and to whom I wish every success.

Ian McKay FIEpE  
Finance Director



It is my first year leading the newly created section, a product of the structural reform that moving the Institute forward has generated. The section has sought and obtained access to the dangerous goods team at the Department for Transport (DfT). This has allowed us to be in a position to advise members of the continuing processes that are ongoing in relation to UN system on the transport of dangerous goods. It also allows us to be in a position to view proposals made for change and to feed back comments to assist in the deliberations made. With the decision now made that the government will be triggering Article 50 to leave to European Union, we are presently knocking on the door of the Department concerned with a view to obtaining similar access to that enjoyed with the DfT and also provide us with a conduit to make the explosives industry heard amid the other industry and business voices seeking answers.

The section has also sought to ensure that members are being made aware, via news releases on the website and our Journal, of regulatory issues that can have implications for the membership as a whole, or to groups of members. An example was the changes of Inter Community Transfers and the implementing of the electronic system for issue (SCEPYLT) and the new Dangerous Goods in Harbour Areas Regulations and amendments to the Explosives Regulations 2014. We continue to keep a watch on consultation documents from the government departments to consider if we need to submit a response.

HSE have made a decision to undertake a review of licensing in the explosives sector and as part of this the Institute facilitated two Industry Engagement Meetings in March where presentation and discussion focuses on a number of key points including the reasons for the review, the methodology, the findings and its outputs and recommendations for future action.

Our major task of the year has been the review of the Institute procedures, a process that Council was keen that the section addressed. Having become incorporated as a company in 2012, the recent acquisition of premises and the direct employment of staff brought into focus the question, "how does the Institute, as a company with these changes and responsibilities stand and is it fit for purpose?" We had inherited the old Institute byelaws which were revisited in 2013 and amendments made, but the pace of change appeared to require a more developed structure. Since October, the section has taken an outside look at what we have in place and what needs to be there. The result of many hours of research and forming is the new portfolio for the conducting and operating of the Institute.

We have taken the opportunity to structure policies to underpin our Articles of Association as a Company and the remit of the Constitution. Running with these are the revised procedures to set in place how we will achieve our aims and objectives and provide the guidance for the continued good management of the Institute. The portfolio of these new documents will be available on the website and effective from the Annual General Meeting. It is intended that they will be a 'living' entity that can be readily adjusted as the circumstances dictate and also allow members to have access to them whenever they find need to refer to them without having to check if the print version they hold is the current document. I would ask all members to take the time to familiarise themselves with the structure and content. The section would appreciate any input to keep abreast of what is a now the very wide interests of the membership. Members are free to consult with the Legal and Compliance Section on issues within its remit, which they would like to raise either within the Industry or the government departments with whom we liaise.

In conclusion, I would like to put on record how extremely grateful I am for the interest and support, not to mention ideas, that the members of my section have contributed. I want to take this opportunity to say thank you to Ruth Barber, Martyn Sime and our co-opted member Roy Davis for their journey with me down some of the dusty passageways we have trodden. I found my change from only being a member of the team to holding the reins rather more than just a canter. I feel I can say that it has definitely re-invigorated the now old grey cells and provided me with fresh motivation.



### Course Endorsement

The Institute has improved the robustness of its assessment since the last AGM. This will ensure that when members see our endorsement it continues to provide a true reflection on the quality of the training. Endorsement pricing has risen to reflect the increased depth of the assessment. Initial discussions with training providers have been positive and the IExpE's endorsement is seen as being increasingly valuable.

The following courses have been endorsed: -

- EPC-UK - Operational Response to Pyrotechnics and Ordnance Incidents
- Discussions taking place with 5 further training providers following requests for information

### Apprenticeships

The Institute is a member of the Industry Trailblazer Group to provide WOME apprenticeships. The aim is to provide apprenticeships at levels 3-7 to support the sector into the future. Initially we will provide a level 6 (B.Eng, or equivalent) apprenticeship from 2018 with other levels to follow. The apprenticeship is not specific to defence, indeed Small to Medium Enterprises from the commercial sector are part of the group to ensure it's applicable across the sector.

The Apprenticeship Levy is a key driver for this activity, where companies subject to the apprenticeship levy could receive up to £27k in funding, with those not paying the levy (wage bills less than £3M/yr) getting 90% back.

### Examinations

Examinations will continue to be held in support of existing projects but are being phased out due to lack of applicants. Attendance on endorsed courses will provide improved evidence for membership.

### Guidance

The Institute aims to provide increased levels of guidance to the sector to fulfil its aim of being the voice of the industry. This will be to both practitioners and those employing specialist contractors.

### Sector Skills Strategy Group

SSSG companies are now Corporate Members of the Institute which has allowed us to improve the level of support given to this group.

Mark Hardman, as the new SSSG Chair is driving improvement and challenging the status quo. This will result in fewer working groups and a greater focus on key objectives. Mark is keen to expand the group beyond the defence sector to better reflect wider the industry as whole.

Past Accident Reviews have been held in a number of areas with lessons learned available on the Institute website. Further reviews are planned and members are able to get involved – if you wish to do so, please contact [christunstall@iexpe.org](mailto:christunstall@iexpe.org).

A series of 8 Basic Training Modules have been defined by the SSSG. This will be available through the Institute as a standard for training providers wishing to deliver a level 2 training course across the sector that is recognised by the major employers.

### Development Office for Explosives Skills

The DOES PM role has been removed with a Project Coordinator (Chris Tunstall) put in place in its stead. Chris will ensure that the SSSG continues to receive support from the Institute.

I would like to thank Allan Hinton for his efforts as the DOES PM, Allan has been a great asset to the sector and facilitated a great deal of work within the SSSG.

The DOES Office has been declared null and void by HSQ Ltd. due to internal changes instigated through the need to effectively support the SSSG. This will not directly affect any ongoing activities and we will continue to engage with HSQ Ltd. regarding provision of vocational qualifications.

Andrew Carr MIExpE

Section Head	Andy Pettitt	<a href="mailto:andypettitt@iexpe.org">andypettitt@iexpe.org</a>
Committee Member	Chris Child	<a href="mailto:chrischild@iexpe.org">chrischild@iexpe.org</a>
Committee Member	Fiona Smith	<a href="mailto:fionasmith@iexpe.org">fionasmith@iexpe.org</a>

### Introduction and Overview

The past twelve months have seen a rather flat performance as far as numbers are concerned, however behind the numbers a lot has been happening which sees the long term growth of our membership profile in a good state. First of all please note the new email address format for those wishing to make contact.

The highlights of the membership committee can be summarised thus:

1. We welcome our first two Technical grade members with several more being processed following introduction of this new grade to reflect the core competencies of those working regularly at a 'technical' level within our community. Full instructions and guidelines for transferring or joining at this level can be found on the website.
2. During the past 12 months, the number of students has dropped by some 50% (a loss of 300 individuals) which maybe a combination of poor take up for extended membership and us possibly not understanding how we entice those on the student package to renew and upgrade once their studies are over. I would suspect probably the latter being in the predominance. We are working on this area. Students are the lifeline and key to future 'longer term' members, as such are critical to our survival. We had offered membership at a student grade to course attendees at approved sites and the uptake was good. Where we have fallen down is chasing up and convincing those 'students' to stay. A significant focus on 'student grade' has been agreed at Council and it is planned to appoint a Council members who will have specific and focussed responsibility for this particular category of membership.
3. It is fair to say that generally numbers for each category have stayed same, with the usual turnover with retired and non-renewing members. Many of those non-renewing are what we might consider more senior members who have simply chosen to retire totally from their work and break links with the Institute.
4. As in previous years, we have progressively updated the membership group records as a whole and with the database now fully functional, we have been able to both remove those who are non-payers, identify those who no longer wish to be members, but also track down 'lost' members who do wish to remain in and now have regular payment mechanisms set up – avoiding the issues of previous years where lack of contact meant no renewals.
5. A total of 11 Application Packs have been prepared and processed by Vicki and subsequently been vetted by the Committee and ultimately processed and approved by Council. It is hoped the online processing set up by Vicki will be 'live' soon for the committee to log in and approve / comment, wherever they might be geographically. This will speed up the process significantly and even those who travel extensively can deal with applications rather than have to wait to return home and deal with hard copy and then forward on – which can, on occasions cause delay, and has been acknowledged.

Current Membership Status

2015 – 2016 Summary

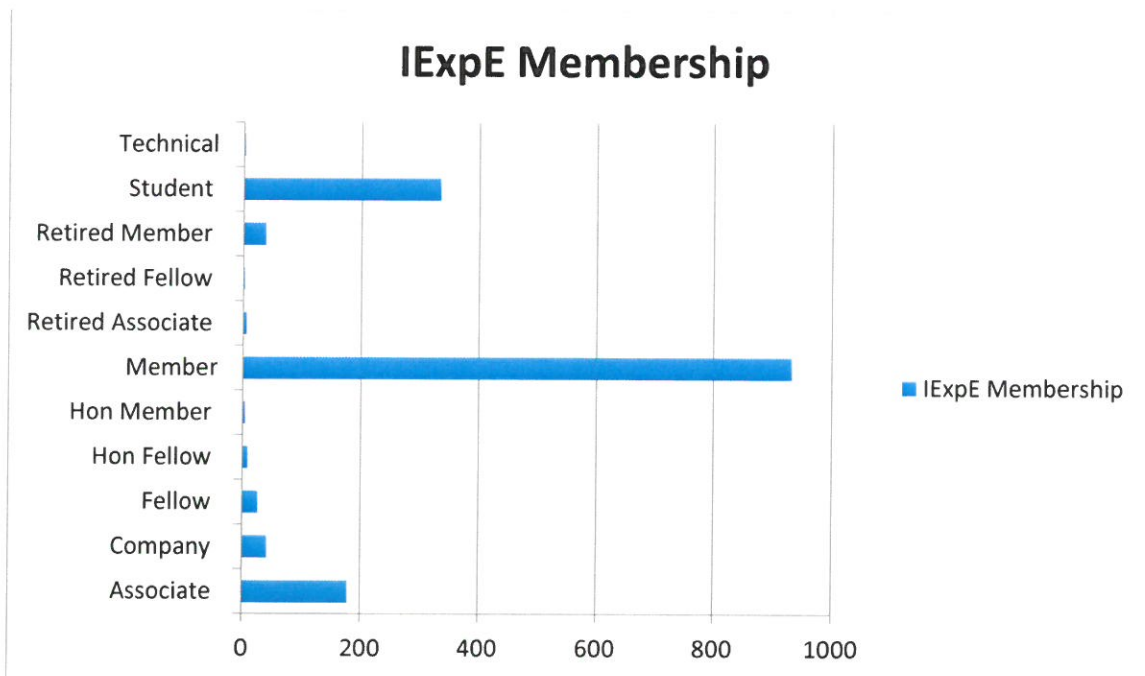


Membership numbers are 1577 registered members as at 16<sup>th</sup> March 2017. This is the first drop in some years and is primarily if not wholeheartedly accounted for by those on the 'student package' failing to renew and upgrade after their studies.

<b>Year</b>	<b>Membership</b>
2017	1577
2016	1684
2015	1362
2014	1229
2013	1102
2012	1002
2011	980
2010	934
2009	905
2008	860
2007	932

Current Membership Grade Distribution

Associate	178
Company	43
Fellow	27
Hon Fellow	9
Hon Member	4
Member	933
Technical	2
Retired Associate	6
Retired Fellow	2
Retired Member	39
Student	334



I am pleased to report that Direct Debits have now been set up by the vast majority of members which has not only made life at the Institute Administration Office much easier it has helped the cash-flow of the Institute dramatically and made our Treasurers life a happy one. This significantly reduces our administration costs and also makes our processes much more efficient, and allowing fees to be used more effectively.

Reminder - Membership cards can be obtained for a small fee from the Institute Administration Office.

Within the past 12 months we have seen major changes to the manner in which members as a whole are catered for. The Branch system was dropped last year in favour of 'technical interest' or focus groups and initial impressions are that this has worked well. We have held our first Energy Group meeting in Texas, which was attended by 40

people, most not members but many who we hope will join. A second such meeting in Texas is planned for week commencing 17th April with other events planned including a joint 'webinar' along with those in the Energy Group in Aberdeen. Presentations given at the inaugural meeting included topics such as Introduction and Applications of Insensitive Munitions Technology from Michael Fortner, Adjunct Lecturer, Mechanical Engineering New Mexico Tech and Thermobaric Explosive Phenomena and Mechanisms by Thomas Burky, MIExpE, Technical Advisor, Halliburton. Thanks to David Ayre MIExpE of BP who kindly spent a not insignificant amount of time talking the initiative to get things kicked off in USA.

As always, the Membership Committee welcomes comments, good, bad or otherwise. Without feedback the Institute and its committees cannot best serve those of you who pay your annual subscriptions so please, if you have any issues of a membership nature that you believe are not being addressed or could be managed more effectively, speak up.

Andrew Pettitt FIEpE



At the last AGM, it was reported that there had been a radical reorganisation with marketing expanding its portfolio of responsibilities. During the last year, we have significantly increased our presence on social media; improved the website with enhanced capability; and better described the benefits of membership through clear value propositions. The increased web capability enables the IExpE to capture and maintain a wealth of valuable knowledge and experiences that can remain on site to inform and educate those that follow in the field of explosives. The website has a job adverts page; we are offering advertising for free as a service to our membership and this will provide some visibility of career options and associated remuneration.

### Achievements

Over 400 of the membership responded to a survey undertaken by two students at Aberdeen University who were undertaking a Marketing study on behalf of council. Their report was shared with members via the IExpE Journal to ensure all had visibility of its findings. The study confirmed much of council's intentions and also provided evidence as to how issues could be resolved and also actions that would help grow our business.

- There were two clear reasons for people joining IExpE, Belonging and Interactions. However, the study identified that the benefits received by being a member were not clear; it recommended the creation of Value Propositions which would be of use for marketing but also to focus delivery of various capabilities and outputs for the membership. Three value propositions have now been published within our marketing material and are available on our website.
- Interaction for a geographically dispersed group has challenges that can be overcome by embracing technology and by providing centralized-support sponsors of more traditional activities e.g. visits, presentations, etc. We have created a web-based blog capability to enable timely interactions regardless of geographical placement where questions can be asked and advice given. We also recognise that many members are unable to attend our conferences; this year we are recording presentations, assuming presenters' approval, and will upload them to our website to enable all to visit or revisit as necessary.
- It was recommended that IExpE 'push' information via social media to the membership. Many have started to follow IExpE on Twitter, Facebook and LinkedIn and will have seen a significant uplift in the visibility of IExpE activities and opportunities.

Branches were devolved last year (2016) with some uncertainty within the membership about voids that would inadvertently be created. We wish to avoid this and to take action to resolve problems. Thank you to those members who have embraced the change and sponsored events that also helped identify process shortfalls so we can refine the process. The whole membership is now able to see an event and book for it if they are interested. It is envisaged that this area of work will continue to be turbulent during 2017.

Marketing is promoting IExpE at several large events each year. These aid: recruitment; improves IExpE profile in various business areas; and improves our credibility in the sector. Our credibility has had a significant lift in recent months with several large employers who are associated with the Defence Sector Skills Strategy Group (SSSG) for Explosives joining as company members. Having these large companies within our membership will significantly improve our marketability.

The Journal continues to be the vanguard of all our outputs and has been another terrific year for interesting and diverse articles. However, there is disappointment in our efforts to encourage more members to become authors. Once again the Trust offered to provide prize funding and, as in former years, there has been very little response.

We are working with the Trust to explore an alternative competition, however suggestions from the membership would be most welcome.

There has been a significant shift within the range of merchandise now available; the range will be continually reviewed to discontinue items of small interest. Please provide the Head Office with your views of items you like and would like to see added to the range.

The IExpE awards have also been reviewed and rationalised. Details can be found on the web site.

### General Marketing

A new survey through Aberdeen University is likely although this is dependent upon there being sufficient new material and areas of research to provide a suitable project.

Consolidation will be a key theme of Marketing in the year ahead. We will learn best use of the new capabilities available to us and adjust our process and procedures accordingly to deliver a consistent and quality service that is commensurate with a professional institution.

Marketing will continue to grow the Institute's profile across the sector; it will also refine the Value Propositions to reflect the growing benefits and to meet the needs of emerging membership needs. Key targets will be companies and individuals across the globe.

The Institute continues to deliver core events but it is also progressively shifting the responsibility of instigating the creation of interaction opportunities to those that know where the opportunities exist i.e the membership.

The design, publication and deployment of recruitment posters will be a priority during 2017.

### Web site

We will seek to create an area on the web to host videos of presentations, lectures, etc; this will be known as 'Tech Talks'. By building a web that hosts data within libraries e.g Tech Talks and Q&A blog discussion groups, we will create a valuable Knowledge Base to support future colleagues, industry and academia. It is envisaged that access to this historical and current data will increase the credibility of the Institute and this will also be a benefit of membership.

### The Journal

The Journal needs your support to either write articles or to encourage others to do so. There are many members who do excellent work but are unknown and therefore get little credit. The journal offers us all a platform not only to advertise our work but to also advance our careers. Please get in touch with the editor.



Awards

It is our intention to move towards presenting prestigious awards that will be engraved and displayed at the Head Office so there is a continual record of past winners, each of whom will also receive a personal prize.

Robert Parry MIExpE

This has been another successful year for IExpE registrations, with 4 new registrants:

- Phillip Wellington IEng MIExpE
- Martin Gliniecki CEng MIExpE
- Sarah Tovey CEng MIExpE
- Steve Miller CEng MIExpE

<b>PROFESSIONAL REGISTRATION STATISTICS AS AT:</b>			
<b>28-Feb-17</b>	<b>CEng</b>	<b>IEng</b>	<b>EngTech</b>
<b>QUALIFIED</b>	28	6	3
<b>IN PROGRESS</b>	3	3	0
<b>APPLICATION FORMS SENT BUT NOT YET RECEIVED BACK</b>	50		

### Continuous Professional Development

The Institute published its requirement for professional registrants to conduct a minimum of 30 hours CPD per year. This CPD can take the form of for meetings, seminars and events; the single important criterion is whether the individual has learned something from the activity. As such, the Institute has decided it does not need to issue attendance certificates but will support these if requested. Council takes the view that a professional explosives engineer will not breach their own integrity by not maintaining accurate CPD records. Notwithstanding that, the Engineering Council quality assurance policy requires all institutions to undertake audits of registrants' CPD records and report back annually. Sample sizes and timelines have yet to be published.

### Engineering Council

The Registrar attended last year's Professional Affiliates Seminar and noted that the EngC is about to review its guidance for professional affiliates; we are not yet aware of what impact this may have on the Institute.

All registrants, potential registrants, mentors and PRI assessors should be aware that UK-SPEC will be reviewed in 2017 – watch out for changes.

The Engineering Council has issued guidance for institutions and registrants on these issues:

- Security
- Risk
- Ethics
- Whistle blowing
- Quality (tbd)
- Diversity + Inclusion (tbc)
- Public Benefit
- Codes of conduct

Interested members can download extant guidance from <http://www.engc.org.uk/standards-guidance/guidance/>

### Monitoring and Audit

All registrants should be aware that the Engineering Council will monitor a percentage of CDP records from all Professional Engineering Institutions from Jan 17. As a professional affiliate, IExpE will be required to sample our registrants' CPD and we are working with our partner licensed PEI on how this will be managed.

At the Professional Affiliates' Seminar we were informed that the EngC will impose mandatory recording of CPD from 1 Jan 2019 which will allow the imposition of sanctions from 1Jan 2020. This does not mean that you have to maintain your records in mycareerpath, especially if you are required to keep paper records, but if selected for monitoring, you will need a mycareerpath account in order to submit your records.

### Visits

The Registrar and others have visited a number of organisations to spread the word about membership of the Institute and the benefits to individuals and organisations. My thanks to DE&S at Abbey Wood, QinetiQ at Bristol and Shoeburyness and DSTL at Fort Halstead and Porton Down. I am looking forward to regular visits to these and other organisations this year.

### Special Registration Events

One of the new ways of working that we have been developing, in concert with QinetiQ, is the Special Registration Event. The idea is that we give a presentation about the Institute and professional registration to a group of employees who work with explosive substances and articles, followed by Q&A and the opportunity to complete their membership application form and also start their professional registration application at the same time. The hope is that their membership application will be approved in good time and time gap between becoming a member of the Institute and their professional registration will be reduced by running the two processes in parallel. Thanks to QinetiQ and AWE for hosting some of these events and we are looking forward to holding more this year.

### Society of Environmental Engineers

Members will be aware that our success in professional registration is facilitated by our relationship with the SEE.

We have a formal agreement, dated 5 Oct 2009, which states that:

“This agreement between THE SOCIETY OF ENVIRONMENTAL ENGINEERS (SEE) and the INSTITUTE OF EXPLOSIVES ENGINEERS (IExpE) is for the purpose of enabling IExpE Members to achieve Registration with Engineering Council as CEng, IEng and EngTech through SEE which is a Licensed Member of Engineering Council.

The two organisations will enter into an arrangement whereby suitably qualified members of the IExpE will be admitted to the appropriate part of the Engineering Council register. Any member of the IExpE applying for registration will have to fulfil the normal requirements of SEE registration process as laid down in UK-SPEC (or successor regulations) and audited by Engineering Council.

Detailed registration procedures in accordance with UK-SPEC and as approved by Engineering Council for the existing SEE Licence will be undertaken in relation to this agreement.”

What this means to you as a member is that IExpE professional registrants will become 'Non-Joint Members' of the SEE.

### EUEXCERT – EUEXIMP

The EUExImp project aims to implement UK national occupational standards in 5 organisations from Estonia, Germany, Portugal, Sweden and UK. The project is part funded by the European Commission's Erasmus+ programme and is monitored by that organisation; an extract of the 2016 interim report to Erasmus+ is given here.



Two Intellectual Outputs (IO) are expected from the project. IO1 is a “Step-by-Step Guide to the Implementation of Occupational Standards” and Edition 1 was published in 2016<sup>1</sup>. The second output IO2 will be a methodological handbook which builds on the step-by-step guide and will be published by KCEM AB in the summer of 2017.

The project is required to deliver two ‘multiplier events’ (ME). The first ME, known as the 7<sup>th</sup> International Conference on Explosives Education and Certification of Skills (7<sup>th</sup> ICEECS), was held in Telford, UK on 14 April 2016, in conjunction with the IExpE Conference. The main aim of the 7<sup>th</sup> ICEECS was to develop the Step-by-Step Guide in a successful workshop.

The second ME, the 8<sup>th</sup> ICEECS, will take place at Arlanda, Sweden, on 13<sup>th</sup> and 14<sup>th</sup> June 2017. Details are available from the EUExcert website<sup>2</sup>.

### Partner Activities

Estonia – The member of Voglers Eesti who is working towards L3 qualification for Explosives Safety Management – Supervisor has submitted their portfolio for assessment. The Tallinn University of Technology (TUT) members of staff responsible for their part of the project are working through the project case study in preparation for incorporation into the proposed handbook.

Germany – Having conducted the comparison study, the partners are considering whether the NOS might be useful in practical terms, given that explosives qualifications are enshrined in law in Germany.

Portugal – The partners trained two assessors in February 2017, who will go on to assess the candidates for L4, L3 and L2 qualifications in Explosives Operations. These candidates have been registered through an accredited HSQ qualifications centre and it is hoped that they will qualify before the end of the EUExImp project. GJR still has an aspiration to become a qualifications centre in its own right, providing externally verified qualifications for other explosives operators in Portugal.

Sweden – The driver for their partnership in the project is their work towards ISO 17025 accreditation, which requires an organisation to ensure that its staff are competent to conduct their work. We considered the practicalities of providing such assurance and the complexity that they have been trying to overcome in integrating the NOS with their existing HR system. To help them understand the practical use of the NOS for demonstrating competence, we conducted some mock assessments on the two ‘guinea-pig’ roles of Test Leader and Assembly/Disassembly Foreman. This had a positive effect as they could pare the required NOS down from the long lists that fully describe these multi-hatted individuals to only needing to use those NOS relating to ‘plan/prepare the work; do the work; report the outcome’. Further experience of assessment of competence in the workplace was achieved at a later meeting.

UK – following on from the development of SFX qualifications, Event Horizon has designed one of their proposed new training and assessment courses, mapping their existing training materials to the NOS to identify gaps, and developing an assessment strategy that will satisfy their end-users and the HSQ awarding organisation.

### European Federation of Explosives Engineers (EFEE)

Nigel Taylor (Demrock Ltd) is the Institute’s representative at the European Federation of Explosives Engineers and has been elected to the EFEE Council.

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<sup>1</sup> <http://www.euexcert.org/pdf/EUExImp-Step-by-Step-Guide-to-Implementing-Occupational-Standards-First-Edition.pdf>

<sup>2</sup> <http://www.euexcert.org/Conference.htm>

EFEE was founded in 1988, and has 23 member nations. Its purpose is to provide a European forum for professionals working in the field of explosives techniques in rock. In 1998, EFEE started issuing European Shotfirer Licences based on existing national licences in the member nations. The aim is to enable this category of professional engineers to apply for jobs outside their own countries without time-consuming delays in obtaining appropriate permits. EFEE is strongly involved in current discussions concerning EU working standards in this fields.

Nigel Taylor reports that the approved EFEE training material project, PECCS, has begun in earnest, with each member nation undertaking varied aspects of the Training materials. The current work will bring together all the project team's written and photographic works so far, in order that a "Test Course" for Instructors can be arranged later this year.

The EIGHT Partner companies/organisations from across Europe have now been resourced by funds drawn down from the approved Erasmus project. Individuals have undertaken to provide up to three to four full days a month working on their respective tasks, and in many cases far more effort is being applied.

Nigel will ensure that we keep our sister Institute, the Institute of Quarrying and the UK Training Bodies informed as progress goes forward. A European Shotfiring Certificate is not now a main driver because of the available funding from ERASMUS+, so the project is limited to writing and developing a training package, which will be made available to all those who require it. The networking and spread of the knowledge within the project is seen as a great advantage.

#### SAFEX International

IExpE is a corporate affiliate of SAFEX International, which is reciprocated. As such, the Institute receives the SAFEX Newsletter and Incident Reports, which are available on the Members' side of the IExpE website. These reports have been of use to many members as part of past accident reviews in support of the development of processes and procedures for test, trials, manufacturing and disposal operations in particular.

#### International Society of Explosives Engineers (ISEE)

VP Affiliations has met the Executive Director of the ISEE to resurrect the possibility of a formal bond between the two bodies. Both organisations formed in 1974, with remarkably similar values and aspirations: to provide explosives engineers with a united voice, to improve safe practice and explosives education. The ISEE is an organisation for 'blasters' and full membership requires the individual to hold a 'blasters licence'. They publish a very technical journal and an excellent text book on blasting practice, which is available in hardback and as an e-book, in English and Spanish. Their conference runs over four days, they support training events across the country and they have a very active 'youth section'. They are able to do this because of the scale of the explosives industry in the USA and extension into other parts of the world. I continue to work towards a mutually beneficial accord with ISEE and members can gain a very good idea of ISEE from their website <https://www.isee.org/>

#### UK Security and Resilience Industry Suppliers Community (RISC)

The President met the Secretariat of RISC shortly before Christmas 2016. IExpE has been a member of RISC for some years but has not made much use of the arrangement.

The RISC Constitution gives its raison d'être as:



### VOICE OF THE EXPLOSIVES INDUSTRIES

- The Security and Resilience Industry Suppliers Community (RISC) was formed in 2007 in response to a request from the then Secretary of State for the Home Department.
- The purpose of RISC is to reduce the fragmented way in which the Home Office (Office for Security and Counter Terrorism) engages with the security sector, and through OSCT other government departments and agencies, on national security and resilience issues to:
  - Help ensure the efficient and timely delivery of quality national security capabilities to government in support of the National Security Strategy and sub-strategies such as CONTEST;
  - Work with the government to increase the UK's share of the global security export market and deliver CONTEST through private sector activities abroad.
  - Where appropriate, use the private sector to delivery capacity building projects in high risk countries, achieving UK national security objectives abroad.
- RISC exists as a forum where the different elements of the UK's security sector can act collectively and transparently in the national interest, in partnership with the government.

RISC's activities include, but are not limited to:

- Undertaking capability surveys in response to requests from government;
- Overseeing the delivery of the Security and Resilience Growth Partnership (SRGP);
- Working with government to deliver the Joint Security and Resilience Centre (JSaRC);
- Developing policy proposals in the broad field of Science and Technology in conjunction with, on behalf of, or to influence, government;
- Advising and supporting the delivery of Government-to-Government programmes;
- Developing engagement programmes for newly appointed British Heads of Mission;
- Supporting inward and outward visits of official delegations as appropriate;
- Supporting the delivery of private sector capacity building projects in high risk countries;
- Acting as the national expert for the security research them of the European Union's security R&D programmes;
- Preparing policy input, for example for the Strategic Defence and Security Review.

RISC provides many opportunities for work and influencing government policy which are of interest to some of our members and will be published by the Institute in the most appropriate way.

### Strategy for the future

Links with other professional and trade bodies are an essential part of maintaining our own understanding of the world explosives sector and they provide us with portals to achieve the Institute's representation of our members' views on important matters. We will therefore maintain good working relationships with our partners and affiliate organisations so long as there is clear mutual benefit. We must also develop new relationships with other professional bodies and improve existing relationships if we feel that they have gone fallow.

President

Dave Welch

Immediate Past President

John Wolstenholme

Finance

Ian McKay (to be replaced by Andrew Smith during next period)

Andrew Smith

Legal and Compliance

Tony Slate

Ruth Barber

Martyn Sime

Education and Training

Andy Carr

Graham Brooks

Tom Goodman

Andy Hubble

Membership

Andy Pettitt

Chris Child

Fiona Smith

Gareth Bex

Marketing

Rob Parry

Nigel Taylor

Affiliations

Ken Cross

New Council Members

Stephen Miller

Roy Davis