

RAILWAY DIVISION HANDBOOK

Institution of
**MECHANICAL
ENGINEERS**

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1 INTRODUCTION

The Railway Division of the Institution of Mechanical Engineers is one of 18 Divisions and special interest Groups (Ds and Gs) of the Institution. It came into being in 1969 on the amalgamation of the former Institution of Locomotive Engineers into the IMechE. It is currently and has generally been one of the largest and most active Ds and Gs in terms of its programme of activities in London and in its seven UK regional Centres. It also has a centre in India.

This handbook contains rules for organising and administering the Division and guidelines for Members and Staff administering the Division. This is available on the IMechE website and via the Divisional members' online files. It shall be reviewed annually at the Board meeting in June.

See Appendix 11 for guidelines and timescales for AGMs and elections.

2 TERMS OF REFERENCE

2.1 Mission

To represent the Institution in the railway sector and to pursue the Institution's vision and the Division's vision and objectives to the benefit of both Members and non-members working within the railway industry and in academia.

2.2 Vision

For the IMechE to be the pre-eminent Professional Engineering Institution in the rail sector in the UK while also expanding significantly its international impact.

2.3 Scope

The Division consists of IMechE members of all grades professionally involved in or interested in the science and practice of Railway Engineering. Its scope covers research, design, development, procurement, manufacture, operation, maintenance and disposal of traction, rolling stock, fixed equipment, energy supply, on-track plant and their components within Rail, Rapid Transit and all forms of rail-borne Guided Surface Transport.

2.4 Objectives

The Division contributes within the rail sector and in the UK and internationally in partnership with other Divisions and with other Institutions:

- developing a learned society programme that meets the Members' expectations
- influencing government and other relevant bodies such that the Institution's input is sought and recognised as a source of knowledge and professional expertise
- maximising media opportunities to raise the profile of railway engineering and the Institution
- raising the profile of the rail industry in the engineering sector and encouraging engineers at all levels into the rail industry

- raising the profile of railway engineering to university engineering undergraduates and encouraging them into the industry
- achieving the Division's budget
- collaborating with other Divisions, Groups, Regions and Centres
- establishing close working relationships with other Institutions, external bodies regionally, nationally and internationally (e.g. through associations such as the Railway Engineers Forum)
- liaising with parliamentary and public bodies
- encouraging the participation of younger Members
- encouraging improvements in ethnic diversity and gender balance in the rail sector
- championing the potential benefits of emerging technology

The Institution's Technical Strategy Board (TSB) is required, in conjunction with the D&G Boards, to set strategic objectives and measures for monitoring progress against these objectives.

See **Appendix 8** for the Institution's 12 Attributes of a Learned Society.

3 RULES FOR THE CONDUCT OF RD BOARD AND SUB-COMMITTEES

3.1 Rules for Conduct of the Railway Division Board

3.1.1 Composition of the RD Board

The governing body for the Railway Division is a Board elected by those members of the Institution that are affiliated to the Division ("RD Members").

The RD Board shall comprise as a minimum a total of 14 elected persons. It is recommended that a minimum of 4 Board Members should be under 38 years old at the date of a Board election (or <10 years as CEng, IEng or EngTech as appropriate). There shall be a minimum of:

- One Chair
- One Deputy Chair
- Three Vice-Chairs
- Nine ordinary members

Elected Board Members shall stand for re-election every three years and shall not normally serve for more than six consecutive years as elected Board Members unless they are appointed as Vice Chair, Deputy Chair or Chair.

The Board may co-opt additional Board Members where they can contribute to the objectives by making a significant contribution to the activities of the Division such as, for example, leading an initiative, carrying out work or chairing a committee, but they will have no entitlement to vote.

Board Members are expected to assist in coordination of activity by representing the Board on a sub-committee or by leading a particular initiative on behalf of the Board.

Past Chairs will automatically be conferred co-opted status for a period of three years after their Chair-ship and may remain for longer if they are still active in the work of the Board.

Chairs of Board sub-committees and Centre Chairs, where not already Board Members, will be automatically conferred co-opted status for the duration of their sub-committee Chair-ship as will the editor of the Journal of Rail and Rapid Transit.

On the basis that they have been elected by their Centre, Centre Chairs shall be entitled to vote.

The number of co-opted Board Members shall not exceed the number of elected Board Members.

The Board shall be quorate if either the Chair or Deputy Chair is present and a minimum of 50% of the Members entitled to vote are in attendance.

The Chair shall normally seek to reach decisions by mutual consensus between all Board Members entitled to vote that are present. In the event of a failure to achieve such a consensus a vote of these Board Members present shall be taken, and a 2/3 majority of these Board Members shall be required to carry a decision.

The Chair's Advisory Panel (CAP) shall nominate the Chair, Deputy Chair and Vice-Chairs for the next session from the Board membership or from senior Fellows of the Institution working within the railway industry. The Board shall be invited to approve these nominations.

In the event of any opposition to the CAP nominations the normal decision-making rule shall apply (i.e. a 2/3 majority of Board Members entitled to vote that are present shall be required to carry a decision).

CAP may make nominations from both elected and co-opted Board Members.

The Chair shall normally serve for one year and may not serve for more than three years without the agreement of TSB.

The Deputy Chair will normally be the successor to the Chair-ship. The Deputy Chair will normally be selected from the previous year's Vice Chairs.

Unless they are already Chair of a sub-committee, Vice Chairs will normally be expected to contribute by acting on behalf of the Chair as co-ordinator for a particular activity.

To be eligible for the role of Chair and Deputy Chair, nominees must be Fellows of the Institution.

It shall be the responsibility of the Chairs of the RD Board, sub-committees and Centres to review the contribution and attendance of members. Committee

members (elected or co-opted) whose attendance falls below 50% over an 18-month period shall be invited by the Chair of the Board or Committee to consider their position. This condition shall however be relaxed in the event that relevant meetings have been arranged or rearranged at short notice by the Chair.

Staff shall produce the necessary attendance statistics for Chairs of committees and shall produce a summary statement of committee attendance for review by the Chair's Advisory Panel and Board meetings prior to the AGM.

3.1.2 Elections

The January Executive Committee and February Board meetings will normally note the vacancies that will arise and agree a deadline for nominations.

RD Members will then be advised of the RD Members nominated by the Board to fill the Board vacancies and be invited to submit other nominations. This advice will be by means of communication to RD members such as e-mail and announcements at meetings.

Nominations must be signed by two Corporate RD Members and include the written consent of the person nominated.

Notice of elections must be given to RD Members no later than 14 days before the deadline for nominations. This notice must also be given no later than 7 weeks prior to the AGM.

When the number of nominations does not exceed the number of vacancies those nominated shall be elected.

When the number of nominations exceeds the number of vacancies a ballot shall be held. The ballot must start no later than 31 days prior to the AGM and finish 3 days prior to the AGM. All RD Members must be afforded the opportunity to vote.

The result of the election must be announced at the AGM and published on the Division's website and via other communication means with RD Members such as the monthly Railway Digest or e-mails to RD Members as soon as possible thereafter.

Notice and voting will normally be by electronic means. Elections will be announced in the monthly Railway Digest and an email will be sent to all RD Members. If the election is contested, an email will be sent to all RD Members and details of the candidates will be included on the RD website so that RD Members may be provided with sufficient detail about the candidates to enable them to make an informed choice.

RD Members will be allowed to vote for as many vacancies as exist – e.g. if there are five vacancies and seven candidates, RD Members will be allowed five votes each. RD Members without access to the internet may contact IMechE staff to make other arrangements.

See **Appendix 11** for guidelines and timescales for AGMs and elections.

3.1.3 Executive Committee

The purpose of Executive shall be to maintain an effective and efficient management of the Division's affairs whilst referring policy matters back to the Board for approval.

The Chair of the Board shall chair the Executive.

The Executive shall comprise as a minimum:

- Chair
- Deputy Chair
- Immediate Past Chair
- One other Vice Chair
- Sub-Committee Chairs
- Railway Engineers Forum RD representative

The Executive may co-opt additional members to Executive where they can contribute to the objectives, by making a significant contribution to the activities of the Division such as, for example, leading an initiative, carrying out work, or chairing a working group.

3.2 Board Sub-Committees

The Board may establish standing or task related committees that are appropriate to their level of activity. The Board is responsible for monitoring a sub-committee's effectiveness in line with its overall objectives and disbanding it once its purpose is served.

The Division currently has the following sub-committees. This may change to reflect Industry requirements:

- Young Members
- HQ Lectures
- Seminars and Conferences
- Annual Technical Tour (ATT)
- Annual Luncheon
- Communications
- Prizes and Awards
- Railway Challenge
- Skills Task Force

Appendix 2 details the remit and composition of each sub-committee.

3.3 Chair's Advisory Panel (CAP)

The purpose of the Chair's Advisory Panel shall be to maintain a tentative plan of succession and to provide strategic continuity by advising and assisting the Chair and Board. It shall review the succession plan for Chair-ship, Deputy Chair-ship and Vice-Chair-ship for the years ahead, sharing the appointments as evenly as possible between the different sectors of the railway engineering industry. In particular it will:

- Nominate to the Board the RD Chair and the Deputy Chair, the latter normally from one of the Vice Chairs
- Nominate to the Board RD Vice Chairs
- Nominate new Board Members to the Membership

The CAP shall meet prior to the penultimate Board meeting of a calendar year (i.e. normally in the autumn), in order to submit nominations to the October or February meeting of the Board for endorsement prior to the AGM, and otherwise as required by the Chair to consider matters related to succession planning.

The Chair's Advisory Panel will comprise the Chair plus the Past Chairs for the previous 5 years. Other past Chairs may be co-opted where they are in a position to make a contribution.

3.4 Centre Chairs', Secretaries' and Treasurers' Meeting (Centres' Away Day)

The purpose of the annual Centres' Away Day meeting is:

- To facilitate two-way communication between RD Centres and HQ (normally G&E)
- To enable sharing of best practice between Centres
- To identify areas of common concern

The meeting reports to the Board and is chaired by the RD Chair.

All Centre officials are encouraged to attend but, in some circumstances, it may be appropriate for some to contribute via WebEx, Skype or conference call etc.

4 ANNUAL GENERAL MEETING

An AGM will be held at which an annual report on the Division's activities shall be presented in time for the meeting in May of each year.

The Chair, assisted by the responsible member of staff, and using the Institution's templates, shall compile an annual report.

The Chair, Vice Chair and elected Board Members will be announced at the AGM.

The AGM shall be held in early May. The AGM shall be announced via the Division's website and by email to RD Members or by other communication

means. Advice of the AGM and elections shall normally be within the same notice to RD Members.

The record of the last AGM shall be prominently displayed at the place of the meeting.

The notes, scripts and formats of the AGM shall follow the Institution's template and the documents will be drafted by the member of staff responsible for the Division's administration.

5 RULES FOR CENTRES

5.1 Names and Territories of Centres

A Centre is defined as a collection of RD Members in any territory for the purpose of advancing any of the objects of the Division in that territory.

There are currently seven UK centres and one international centre, of the Railway Division, each of which has been established to suit the location of rail industry.

Each Centre shall be named after the territory in which it operates. Such territories shall be subject to addition, alteration or adjustment from time to time by the Railway Division Board as may be considered expedient.

Railway Division Centres are located as follows:

- Midlands
- Milton Keynes
- North Eastern
- North Western
- Scotland
- South Eastern
- South Western
- Lucknow (India)

5.2 Objectives of Centres

The objectives of a Centre, pursuant to Article 7 of the Charter, shall be to aid the Railway Division Board in their pursuit of the aims and objectives of the Institution in general, and of the Railway Division in particular, in the territory covered by the Centre. This will be achieved by arranging meetings for the delivery of presentations and informal discussion, by arranging visits to works and objects of scientific and educational interest to RD Members and in such other manner as may be considered suitable by the Railway Division Board.

5.3 Membership of Centres

Membership of a Centre gives an individual the right to stand for membership of the committee of that Centre and, provided all other requirements are met, to participate in votes organised by the Centre.

Each RD Member whose recorded address is within the territory of the Centre shall be a member of that Centre unless, by notice in writing to the manager of the Institution's membership database, they have expressed a wish to be a member of another Centre, in which case they shall be a member of that other Centre. No person shall be a member of more than one Centre, but this shall not preclude individuals from being on the mailing list of more than one centre.

No subscription shall be required from any member of a Centre beyond that payable to the Institution prescribed in the By-Laws.

5.4 The Centre Committee

1. The affairs of each Centre shall be controlled by a Centre Committee.
2. The Centre Committee shall be of a size commensurate with the number of members of the Centre. As a minimum there must be five members of the committee. If the Centre wishes to have a committee containing more than twelve voting members, this must be approved by the Railway Division Board.
3. Two thirds of the Centre Committee must be corporate members of the Institution and RD Members.
4. Any member of the Railway Division Board who is a member of a Centre will be an ex-officio member of the Centre Committee.
5. Changes to the composition of the Centre Committee will be proposed by the existing committee and approved by the Centre at the Centre AGM. The Centre Committee may not veto any nomination that has been made and if the number of nominations exceeds the number of vacancies on the Centre Committee an election must be held.
6. The Chair of the Centre (who pursuant to Rule 6(iii) of the Rules for Constitution and Conduct of a Division is ex-officio a member of the Railway Division Board) shall be Chair of the Centre Committee. In these rules they are referred to as the Chair.
7. The Chair shall be a member of the Institution and the Centre.
8. A Secretary must be appointed by the Centre. The secretary must be a member of the Centre but need not be a corporate member.
9. The Centre Secretary must invite nominations for membership of the Centre Committee from the Centre membership at least two weeks prior to the Centre AGM.
10. The interests of Young Members of the Centre are to be represented on the Centre Committee by a representative number of Young Members. If there should be no suitable Young Members, the Centre Committee must nominate

one of their number to represent the interests of current, and future, Young Members of the Centre.

11. One, or more, vice-Chairs may be appointed. They must be members of the Centre but need not be corporate members.
12. Members of the committee may be allocated roles such as Treasurer or Meetings Secretary as the committee feels appropriate. The person carrying out the Treasurer's duties must be a corporate member unless agreed by the RD Chair and HQ staff.
13. The term of office for the Chair and the Secretary shall normally be either two or three years. Each may be re-appointed for further terms but should the Chair stand for more than five years (whether continuous or not), this must be authorised by the Railway Division Board. The term of a Secretary should normally be a maximum of 5 years unless a suitable successor is not available in which case the term may be extended by agreement with the RD Chair.
14. The term of office for other members of the Centre Committee shall normally be three years. These terms will be managed to provide a stagger of retirements from the committee. Committee members may serve for more than one term.
15. The Centre Committee may decide to co-opt non-voting members who will be able to further the interests of the Centre and this is to be encouraged. Such people could be members of academic bodies or other engineering institutions, or people who by their attendance at ordinary meetings have demonstrated their ability to further the interest of the Centre.
16. The Chair will be responsible for managing the active participation of all Committee members. To this effect the Chair, assisted by the Secretary, shall review Centre Committee attendance annually. Centre Committee Members who have been unable to regularly attend or make a substantive contribution shall be asked to "consider their position".

5.5 Voting rights

It is accepted that most decisions made within a Centre will be achieved by consensus, but where a vote is required the following will apply:

1. All members of the Centre Committee may vote at committee meetings. Three corporate Members of the committee will constitute a quorum.
2. All Members of the Centre may vote at meetings of the Centre.
3. When a vote is required to agree the membership of the committee, an election will be held in a manner approved by the Division Chair.

5.6 Centre Handbook

The Centre Committee will produce a Centre Handbook to describe how the Centre will run its affairs. As a minimum this handbook will cover the following topics:

1. How the Centre will meet the needs of the local railway engineering market.
2. How the Centre will liaise with the Regional structure of the Institution.
3. How the Centre will publicise its meetings.
4. How the Centre will meet the current goals of the Institution and Division.
5. How the Centre will develop the interests of the Institution and Division.
6. How the Centre Committee will be organised, defining the roles and responsibilities of office bearers.

5.7 Holding of meetings

1. Each year the Centre Committee will decide a programme of ordinary meetings at which speakers may make a presentation relevant to the interests of the Centre.
2. The Secretary shall be responsible for publicising Ordinary meetings.
3. The Secretary shall ensure that a suitable record of ordinary meetings is kept detailing the venue, presenter, topic and attendance along with any other relevant information.
4. An AGM is to be held each year to which all Centre Members are invited. This may be combined with an ordinary meeting and must be publicised (as a minimum) in a similar manner to an ordinary meeting.
5. Centre Committee meetings are to be adequately publicised to members of the committee and held at least twice a year.

5.8 Financial Matters

1. The Committee must identify one of their number to be responsible for running the financial affairs of the Centre.
2. At least two members of the committee must take responsibility for the total annual expenditure of the Centre and ensure that it has been spent in the interests of the Institution.
3. A Centre budget will be agreed for the Centre. This will be agreed between the Centre Chair, RD Chair and member of staff responsible for the Division.
4. This budget will be managed taking account of the financial procedures of the Institution and up to the limit of the Centre's annual budget.

5. Even though all Centre accounts are electronic, all expenditure must be accounted for in June and December even if this represents a zero return.

Details of the planning and reporting timescales are attached as **Appendix 9**.

6. Financial matters must be discussed at each meeting of the Centre Committee.
7. Centre grants will automatically be provided by HQ within a month of submitting the relevant financial information.

5.9 Centre Reports

1. The Centre Chair is responsible for ensuring that:
 - An annual report for the Centre describing the activity of the Centre through the previous session, including as a minimum attendance at Centre activities shall be submitted to the Railway Division two weeks before the AGM of the Division.
 - A Centre activity report is submitted one week prior to every Railway Division Board meeting.
2. A report detailing the Centre's financial activity will be made available to the members of the committee taking responsibility for the Centre's financial affairs from the Financial Manager of the Institution when requested.

Appendix 9 provides a timeline/advice on the financial processes

6 MANAGEMENT OF THE DIVISION AS A PROFIT CENTRE

1. The Railway Division Board will, reporting to the TSB, be responsible and accountable for the planning and management of all its activities, and of the resulting revenues and direct costs.
2. The Railway Division Chair will agree a budget with the TSB Chair each year which covers all direct costs and also the revenue from its events including from associated sponsorship.
3. The Railway Division will have full accountability for achieving the gross profit. Any surplus achieved in the year above the agreed budget for Divisional activities will be available for use by the Division in that year. If any forecast suggests that the targeted gross profit will not be met, the Division will be expected to take reasonable and prompt measures to reduce spend and/or to increase revenue to ensure that any deficit will be addressed.

Note: If a sponsor provides the Division with funds for named activities over a multiple-year period, these can be classed as pre-payments in each year going forward based on a reasonable sub-division of the funding over time.

4. The Events team will perform an agreed set of deliverables for each event (e.g. volume and frequency of promotional emails, flyers, number of sponsor leads, level of production support, attendance at an agreed number of planning meetings, etc.). Any additional activity requested by the Railway Division should be identified to the Events team with an adequate period for response and will be considered case-by-case based on Events team capacity. The activity will be charged to the Division at an additional cost at a rate that is consistent with event activities for other Divisions and Groups. Wherever possible and as appropriate, available resources within the Events team should be used for these activities rather than external third-party resources.
5. The proposal is to be added as an addendum to the KT Protocols until the overall protocols are reviewed and updated by TSB.
6. The Events team will continue to make proposals for event attendance fees and event locations based on the market and overall Institution policy but the final decisions regarding the level of attendance fees and event locations to be adopted will lie with the Railway Division.
7. The proposed programme of Railway Division activity for the coming year will be submitted by the Railway Division to the TSB Chair no later than the 1 September and the TSB Chair will provide agreement in principle by mid-October, subject to final Institution budget approval (in line with the protocols).
8. Any additional resources outside of the agreed budget will be requested and considered separately through the TSB Chair and the Director of Member Operations.
9. A monthly financial report of income and expenditure will be presented to the Railway Division in order for it to manage the profit centre. Short term the extent of this report to be determined with the Director of Finance until a new finance system is in place in Q4 2019. Ideally this will include details of the revenues and direct costs actually achieved for each event, with an updated forecast of the revenues and direct costs to be achieved for all future events. This report will be targeted to be made available no later than four weeks after the end of each calendar month.
10. The Railway Division will continue to attend and report to TSB alongside all other Divisions and Groups, in accordance with the TSB Terms of Reference.
11. All activities linked to the Railway Division under PEP Ltd are to remain outside the scope of this model.
12. A formal review of this model is to be conducted at year end by the Railway Division and TSB Chairs and any recommendations for improvement incorporated into a revision of the Railway Division Handbook.
13. In order to facilitate efficient planning and monitoring of activities:

- A. The RD Board and RD Executive meetings should be provided in advance with a written report summarising key issues with recently past and future RD HQ Events activities.
- B. A named member of the RD Executive, in coordination with the Chairs of the relevant committees shall be nominated to check and review with Events team staff and G&E staff, and with the exception of Centre costs, the RD's financial results when these results become available after each calendar month.

In order to ensure efficient planning and budgeting year-on-year the Division shall produce a multi-annual activity plan which shall inform the planning for the profit centre.

This plan shall be revised on an annual basis.

7 STAFF SUPPORT

7.1 Finance

Financial forecasts for the Division will be produced by the HQ staff for review by the Chair and Executive Committee, in advance of each Board meeting.

For timescales and deadlines please see **Appendix 9**.

7.2 Roles and Responsibilities

This section defines the relationship between the RD Members, their representatives and the staff employed by the Institution.

The Board is the governing body of the Railway Division. It acts for the Institution in rail related matters under the delegated authority of Trustee Board delegated via the Technical Strategy Board.

The members of the Institution are organised by industrial sector (Divisions) and technical specialty (Groups) whilst the staff are organised into a number of specialist departments covering such activities as governance and engagement, Events Department, learning and development, marketing, membership and professional development etc.

The administrative secretariat for the Division is provided by the Governance and Engagement department (G&E). Events Department organises and publicises HQ events for the Railway Division under the governance of the Board's sub-committees GE provides support for the Railway Challenge. EVENT shall promote the Annual Technical Tour. (see **Appendix 1** to see organigrams of IMechE and specifically of how the Division reports to the Trustee Board and **Appendix 2** to see the remit and compositions of each sub-committee).

The "matrix" nature of the relationship between the organisational structure of the Members (industry sector) and the staff (functional specialities) means that the Railway Division is able to call upon the very wide range of expertise from the different departments. It also means that the various staff departments will

inevitably be carrying out activities that affect members of the Institution in the railway sector represented by the RD Board and its committees, and also for other Ds and Gs.

The RD Board and its committees will, in creating and delivering the RD business plan to meet the Institution's objectives, be benefitting from activities within the domain of expertise of the various staff departments.

This will work best if the relationship takes the form of a co-operative partnership, so that the RD and the Institution gain maximum advantage from the RD representatives' and the staff experts' complementary skills and knowledge.

The success of the Institution depends upon the efficient operation of this matrix structure by the RD Board, representatives and the staff.

To this end:

- Individual members of the RD Board have allocated portfolios that align their activities with departments within the Institution, in order to facilitate this close working relationship.
- The appropriate Executive in Governance and Engagement responsible for the secretariat of the Division will advise the Railway Division Chair of any strategic initiatives under development within the various departments that may have relevance to the Railway Division or its members. They have the duty of liaising with the RD Chair to facilitate a close working relationship in respect of those issues and the relevant business plans.
- Based on this advice it is the RD Chair's responsibility to advise the nominated Executive in Governance and Engagement of any strategic initiatives under development within RD that may have relevance to strategic initiatives under development within the various departments of the Institution to facilitate a close working relationship in respect of those issues.
- It is the responsibility of the RD Board represented by the Chair and the designated IMechE staff members to "sign off":
 - all rail related activity and events managed from IMechE HQ (GE and EVENT) by September of each year.
 - the appropriate finance and resources (whether under an RD budget line or within a departmental budget).

The "sign-off" of events will normally take place at an annual planning meeting held between the RD Executive Committee and the appropriate institution staff.

If additional events are added after the annual sign off it is the responsibility of the Chair and designated staff members to arrange ad-hoc sign off.

In the event of a failure to agree on the business plan and/or the budget the parties will refer the matter to the Chair of the Technical Strategy Board for advice.

For duties of the secretariat see **Appendix 3**.

8 PRIZES AND AWARDS

The prizes specific to the Railway Division are:

- W A Agnew / C N Goodall Award
- J F Alcock Memorial Prize
- A R Bennett / C S Lake Award
- Richard Herbert Innes Prize
- T A Stewart-Dyer Prize / Frederick Harvey Trevithick Prize
- John Jarrett Davis Prize
- Viscount Weir & Stanley Herbert Whitelegg Memorial Awards

Nominations are also made to the Trustee Board Awards Committee for the IMechE's Major Prizes and Awards by the end of March each year:

- James Clayton Prize
- Alastair Graham-Bryce Award
- Thomas Hawksley Gold Medal and George Stephenson Gold Medal
- The Verena Winifred Holmes Award
- IMechE Award for Risk Reduction in Mechanical Engineering
- James Watt International Gold Medal (Awarded biennially)
- Skills and continuing professional development awards

For details of the prizes and awards process see **Appendix 10**.

9 PUBLICATIONS

9.1 Proceedings – Rail and Rapid Transit (Sage)

The Journal of Rail and Rapid Transit, part F of the Institution's Proceedings, is the principal archival publication relating to the Division's Learned Society activities.

10 RAILWAY ENGINEERS FORUM

The Railway Division actively supports the REF (Railway Engineers Forum) in its objective to add value working with other Institutions with professional railway interests.

The responsibility extends to:

1. Provision of at least one representative to the REF Executive:
 - A. This person should be a member of the RD Board or Executive.
 - B. They should be of recognised industry standing.
 - C. They should be able to make decisions in REF discussions and report back to RD Executive and or the RD Board as appropriate.
2. Provision of a YM representative for REF YM activities.

3. Working with Institution staff to provide services to support REF, including staff attendance at REF Executive meetings as required.

Service provision to the REF can include some or all of the following, depending on the profile of the hosting Institution:

- Meeting rooms for REF Executive meetings
- Admin support for REF Executive meetings
- Event management support
- Internal rates for room hire for events

4. The RD Chair and RD REF Board representative shall liaise with GE department to ensure coverage of and support to the REB by RD Board and Executive including succession planning

Succession plan for this needed – RM; NOTED this could end up being a responsibility for LM and Board volunteers.

11 GUIDELINES FOR THE RD CHAIR

11.1 Duties of the RD Chair

Events

- A. Presenting the Chair's address to HQ and to the UK regional Centres (South Eastern excepted), in September and October, and also to Ireland and Overseas (on an ad-hoc basis), introducing lectures (monthly except summer)
- B. Hosting the Annual Luncheon (March)
- C. Hosting the Annual Technical Tour
- D. Hosting the Past Chairs Lunch (Friday - first half of June)
- E. Representing the RD at other relevant Institutions' Annual events (e.g. IRSE Dinner, IRO Annual Lunch)
- F. Ensuring that the Handbook is reviewed annually and proposals for changes presented to the Board for approval at the end of each session.
- G. Co-ordinating to the input of the chosen articles for the monthly railway digest which is sent out to RD members

Meetings

- A. Chairing the RD Board (3 times per year)
- B. Chairing RD Executive (4 times per year)
- C. Chairing the Chair's Advisory Panel (at least once per year)
- D. Chairing the Centres' Away Day meeting
- E. Attending Technical Strategy Board (twice per year)
- F. Attending Council (twice per year)
- G. Attending other RD meetings on an ad hoc basis

Where required a nominated deputy from the RD Board may act on the Chair's behalf.

Tasks

On behalf of the RD Board:

- A. Leading and directing the compilation and delivery of the Division's annual business plan, liaising with the senior management of the Institution and all the various staff departments to ensure that appropriate support, commitment and resources are in place for its delivery.
- B. Coordination of activity of the Division, within the Division ensuring close liaison between the activities of the Division secretariat, the Board and its sub-committees and the Division's regional Centres.
- C. Managing Divisional activity not directly covered by a Board sub-committee (e.g. the procurement and promulgation of reports studies etc).
- D. Providing rail expertise for the Institution in respect of Institution initiatives, consultations etc that are relevant to the rail sector.
- E. Representing the Institution and providing expertise in rail or transport related strategic initiatives of government or lobbying associations.
- F. Representing the Institution's rail sector membership in Technical Strategy Board and the Institution's Technical Strategy initiatives in the RD Board.
- G. Procuring a speaker for the annual lunch, in discussion with the Luncheon Committee Chair.

Where appropriate, RD meetings should align with lectures taking place that evening.

For details see **Appendix 4**.

11.2 Guidance for Chairs

Succession

It is valuable for the Chair to hold regular, informal discussions with her/his successor in order to maintain continuity on on-going items of activity, and also to help acquaint the incoming Chair with issues that may be forthcoming. This should be in addition to the formal Executive and Board meetings and is particularly valuable in the 2 to 3 months prior to the official handover.

Formal handover to the next Chair can be at the AGM (which is normally held early May) but normally will be after the final board of the session (normally early in June). This must be agreed each year between the two Chairs.

The Past Chairs' Lunch (usually held in June immediately after the final board) is normally the first event chaired by the incoming Chair.

Protocol for Events, Dinners, Lunches

Annual lunch: This should start formally with thanksgiving said by the Chair or a person to whom the Chair chooses to delegate. The guest speaker will be invited to talk by the toastmaster. The Chair's speech should respond on behalf of the Division and the Institution, and also indicate that the formal proceedings are over.

Formal meals: After ordinary meetings it is normal practice to invite the speaker out to dinner with the Chair and other officers (the first question, vote of thanks, procurer of speaker, Division Chair and speaker). The invitees are normally arranged by the Lectures Committee Chair and the secretariat and should normally include the proposer of the vote of thanks.

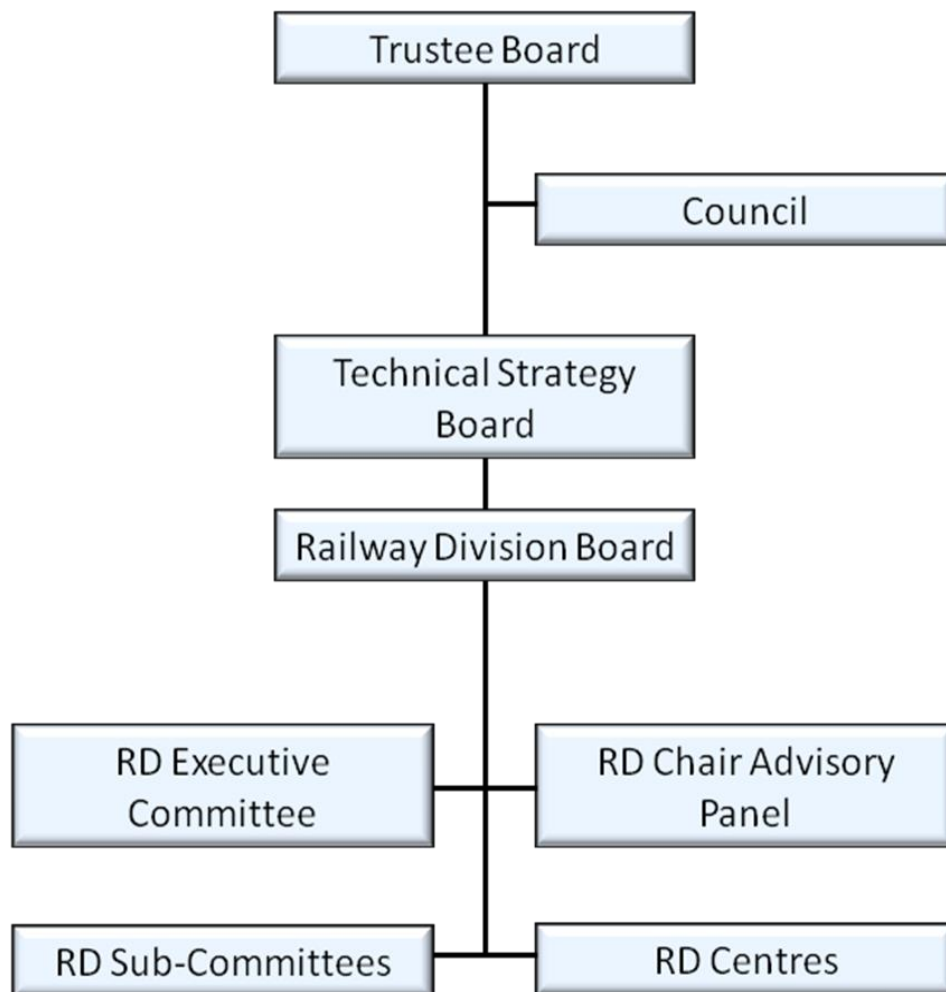
For Prestige Lectures a dinner is normally held in the Institution with the speaker and invited RD Board Members and other senior guests. It is prudent to make sure speakers are aware of this at the time of arranging their lecture. If the prestige speaker is not available for the dinner, the Chair and Lectures Committee Chair should consider whether or not to hold the dinner.

Toasting protocol at dinners: The first toast is to the Queen, and after a suitable gap (e.g. another course) there should be a second toast to the Institution, after which it is customary for attendees not to sit down again so that they can circulate and talk to other people. The Chair may ask another attendee to propose one of the toasts.

Appendix 5 explains the scheduling of events and the route to organising them.

12 APPENDICES

Appendix 1 – Organisation Chart



Appendix 2 – Remit and composition of sub-committees

12.1 Young Members Committee Constitution and terms of reference

1. **Introduction**

The Committee shall be called the Railway Division Young Members' Committee (RDYM). All RD Members who are Affiliate members, Associate members, and those Members who have been professionally registered for 10 years or less are recognised as "Young Members".

2. **Objectives**

The RDYM is part of the Railway Division that belongs to the Institution of Mechanical Engineers (IMechE) and constitutes part of the IMechE's Learned Society. As a result, the RDYM's main objectives are to engage existing Young Members and inform and engage prospective members and the wider public alike.

The RDYM shall do this by creating and supporting a diverse portfolio of engaging events and opportunities to depict the benefit of entering the profession and industry and becoming professionally registered.

Furthermore, the RDYM is to represent and communicate with Young Members of the Railway Division, and the Institution; consider all matters relating to Young Members of the Division; ensure that Young Member issues are represented on the Railway Division Board and the Young Members Board (YMB); and ensure that the Division looks to the future of Mechanical Engineering.

The RDYM shall also liaise with other organisations that represent young engineers in the railway industry including Young Railway Professionals, Railway Engineers Forum etc.

The RDYM shall also coordinate with RD Centres to ensure that the Centres support young engineer activities and that any issues are raised with the Railway Division Board.

3. **Responsibility**

The RDYM is responsible to the Railway Division Board.

The Chair shall normally represent the RDYM on the Railway Division Board. If this is not feasible, however, the Chair-Elect or a Vice Chair shall be invited to attend Railway Division Board and Executive meetings to represent the RDYM when necessary, to:

- Make recommendations to the Railway Division Board / Executive on RDYM issues;
- Give reports on Young Member and RDYM activities

4. **Composition**

The Committee shall consist of the following:

The RDYM Executive consisting of:

- Chair;
- Chair-Elect;
- Two Vice-Chairs;

Regional Centre Representatives:

- One representative (or substitute) appointed by Railway Division Centre panels;

Representatives to Railway Division Committees:

- One representative (or substitute) per committee unless stated otherwise in agreement with the Chair of the respective committee;

Event or Programme Leads:

- One representative (or substitute) appointed for each Event held (who may also hold another position on RDYM);
- One representative (or substitute) for each programme of committee activities based on a particular theme or aimed at improving Institution engagement with a particular organisation (such as other Professional Engineering Institutions or the Young Rail Professionals) or group of people (such as apprentices or other groups underrepresented either in the Institution or the wider engineering community);

Ordinary Members:

- People who are directly supporting an Event or Programme lead and would be able to act as that representative's substitute in their absence;
- People who have attended or contributed to at least one half of the committee meetings held in the previous twelve months;

- Ex-officio non-voting members:

- The immediate Past-Chair;
- Corresponding members – those who wish to be informed of RDYM events, details and progress, and are able to volunteer on a case-by-case basis but are not able to commit to one of the above-mentioned roles;

5. Terms of Office and Elections

5.1 Terms of Office

- The Chair shall hold office for two years;
- The Chair-Elect shall usually be elected for a term of one year; after completion of the first year, they will usually succeed as Chair;
- The two Vice-Chairs shall usually be elected for a term of two years;
- The immediate Past-Chair shall usually remain as an ex-officio member of the Committee for a term of one year;

By way of these terms, there will be a rolling RDYM Executive of four posts, the Chair and two Vice-Chairs shall occupy three posts, and, in alternating years, the Chair-Elect and the Immediate Past-Chair will fill the remaining post.

Terms will run from 01 January in any given year, following the AGM in November of the previous year.

In the absence of the Chair, the Chair-Elect, or one of the Vice-Chairs will head the RDYM meeting.

5.2 Elections

Elections shall be held on an annual basis for those executive positions which are vacant or become vacant due to the expiration of a term of office. Elections will be held using the Single Transferable Vote system. The order in which candidates' names appear on the voting paper shall be determined by lot.

Elections will be administered by a past Chair of the committee or, in their absence, the Chair. The person who is responsible for administering the election shall not normally cast a vote themselves except in the event of a tied result, where the administrator may cast a deciding vote notwithstanding any restrictions to voting rights for ex-officio non-voting members.

Extraordinary elections shall be held as needed to ensure all executive positions are filled. If an executive position is filled through an extraordinary election, then the term of office shall be of reduced length until that position is up for election through expiration of the term.

All members of the Committee – including corresponding members – can run for any position on the Committee. The only exception is that any Past-Chair (not just the immediate Past-Chair) is limited to one term in office as Chair. Any Past-Chair shall not be eligible for any executive position once they have been Chair.

5.3 Limitations

Should the Committee receive a motion of no-confidence in a member of the Executive, a vote shall be held. If the motion is passed, then an election shall be called to replace that executive. If the motion fails, then that executive shall continue within their position.

Should regional Centre representatives fail to attend or provide report to three RDYM meetings in a row – either in person or via electronic means – then the regional Centre panel shall be informed, and a replacement representative shall be requested.

Should a representative to Railway Division committees fail to attend or provide report to two RDYM meetings in a row – either in person or via electronic means – then the RDYM shall attempt to contact them to ascertain the reasons for their absence. If appropriate, the RDYM shall remove them from their role, and replace them through appointment of a suitable committee member. The RDYM shall then inform the relevant Railway Division committee of this change of representation.

Should a corresponding member wish to change their membership, either to become a full member of the RDYM, or to withdraw their membership, they should inform the Chair and Vice-Chair, who shall inform the committee.

6. ***Quorum***

The Chair, or in his/her absence another member of the RDYM Executive, plus one third of serving Committee members shall constitute a quorum. To clarify, ‘serving committee members’ does not include Corresponding members.

A meeting shall continue if a quorum is not reached, however any votes required at a non-quorate meeting shall be conducted ex-committee by electronic communication as soon as possible following the meeting, before the issue of the minutes.

7. ***Terms of Reference***

The Committee’s duties are:

- To report and make recommendations to the Railway Division Board where applicable;
- To represent the interests of young RD Members;
- To arrange events and seminars aimed at Young Members including an annual rail seminar aimed at YMs;
- To facilitate the application of Railway Division Board decisions where applicable;
- To consider such matters as directed by the Railway Division Board;
- To support and guide the activities of Young Members of the division where required;
- To oversee the activities of the RDYM Executive;
- To encourage Young Member activity in the Division and attendance at RD events;
- To support strategies and activities to attract and engage new members to the division and the Institution;
- To encourage Young Members to apply for grants and bursaries provided by the Institution to support their attendance or participation at technical tours, conferences and other events;
- To co-ordinate schools and university liaison efforts for the Division;
- To support strategies and activities to inspire young people about engineering, specifically, but not limited to the railway industry;

8. ***Meetings***

The committee shall meet not less than five times a year.

The committee shall hold elections for the RDYM Executive as outlined in Section 5 – Terms of Office and Elections.

The Annual General Meeting of the RDYM – to include general elections for RDYM Executive positions, shall take place in November each year.

9. ***Finance***

The RDYM will agree a budget each year with the Railway Division Chair.

The RDYM is responsible for spending this money in accordance with the IMechE financial guidelines.

The RDYM shall provide an update to the RD Chair each month on current and expected expenditure against this budget.

12.2 Communications Committee Constitution and Terms of Reference

12.3 Luncheon Committee Constitution and Terms of Reference

Purpose

- To raise the profile of the Institution and deliver the 'Networking' objective by means of major social events (in particular, the Annual Luncheon)

Reports to

- The RD Board and Executive

Meets

- Regular monthly meetings shall be held throughout the year, starting with a kick-off meeting in June, ending with a wash-up meeting in April following the event.
- Meetings shall be chaired by the committee Chair and held either in person or by conference call, as convenient.

Members

- The organising committee shall comprise:
 - The Railway Division Chair;
 - IMechE Staff member responsible for the delivery of the Annual Railway Luncheon;
 - One (or more) member of the Railway Division Board and Executive Board;

Tasks

The committee responsibilities are to oversee and support the IMechE staff activities in delivering the event programme, including the following areas:

1. Reviewing and agreeing the cost and revenue targets for the event
2. Securing a Keynote speaker

3. Marketing and promotional activities including packages for hosted bars or food / drinks offers.
4. Sponsorship
5. Arrangements for the railway charity
6. Invitations for top table, past chairs and young members
7. Information displayed at the event including delegate booklets and presentation material
8. Shaping the protocol of the event on the day.
9. Providing regular progress reports to the Railway Division Board and Executive.

Protocol for the Event

The Chairman should host a reception for his selected guests and the top table. The toastmaster should call all guests to take their seats, with the exception of the top table, who are welcomed by the guests separately.

The formal proceedings should start with a short welcome from the Chair, including an introduction to the charity of choice followed by the delivery of grace, this may be delegated to a person to whom the Chair chooses.

Following lunch, the guest speaker will be invited to talk by the toastmaster. The Chair's speech should respond on behalf of the Division and the Institution, and also indicate that the formal proceedings are over.

Events Committee Constitution and Terms of Reference

12.4 Purpose of the Events Committee

- To contribute to the delivery of the 'Learned Society' objectives through a technical programme of lectures and debates
- To make recommendations for the Institution and Division Prizes and Awards assisted by the Prizes and Awards committee
- To administer and make recommendations for the Stanley Herbert Whitelegg Travel Scholarship

Reports to

- The RD Board

Composition

- 5-10 RD Members (or co-optees) from a variety of companies representing a cross section of the industry

12.5 Duties of the Events Committee Chair

Meetings

- i) Chairing the RD Events Committee (as required to deliver the annual programme of RD activities (lectures, seminars and conferences – 4 times per year or as necessary)
- ii) Attending RD Board (3 times per year)
- iii) Attending RD Executive (4 times per year)

Tasks

On behalf of the RD Board:*

Deliver, with the assistance of the committee members, an annual programme of lectures at Institution Headquarters, normally 6 or more per year, including the Young Engineers' presentation competition final and the Chair's Address, to be presented by individuals of standing in the industry, related industries and disciplines, or academia. Deliver at least 3 seminars or conferences per year, including 1 Young Members Conference.

Manage the continuity of the Events Committee composition such that the committee comprises cross rail industry representation, including a Young Member, as nominated by the Young Members' Committee.

Develop the annual programme such that it is aligned with:

- The Institution's requirements for themed events
- Subjects that are current and topical in the RD
- The objectives of the Institution and the RD
- Subjects that are current, topical and emerging technologies in the RD, and ranging from the specifically academic and technical, to matters general to the development of railway engineering
- Other D&G activities, including, where appropriate, cross Divisions and Groups events

Arrange for suitable Members or other experts to initiate discussion sessions and close/provide a vote of thanks at each event.

Enable the formation of organising committees for each Conference or Seminar. This includes identification of a suitable Chair and approval of the organising committee membership.

Identify members of the Events Committee to be the lead representative on conference or seminar organising committees, providing feedback on event planning progress at Events Committee meetings.

Review feedback from Conference or Seminar events that have been delivered and incorporate in the development of planned events

Work with Members and Institution staff to ensure that events are correctly and adequately promoted and publicised, to Members, and to non-members working in other railway industry disciplines.

Guidance

The Chair and members of seminar or conference organising committees may include non-members who are co-opted by the committee. Such people would be members of academic bodies or other institutions or people who by their own credibility have demonstrated their ability to further the interests of the Institution.

Where appropriate, lectures should align with other RD meetings taking place that day. For details see **Appendix 4** See EVENT protocol.

Annual Technical Tour Committee Constitution and Terms of Reference

Purpose

- To contribute to the delivery of 'Learned Society' objectives by means of a series of Technical visits, including at least an annual technical tour.

Reports to

- The RD Board

Meets

- as required

Members

- as required

For an example of the Annual Technical Visit schedule see **Appendix 7**.

Guidance

Key to assisting other young RD members who wish to attend the annual technical tours is promoting / suggesting the Skills and continuing professional development award.

Communications Committee Constitution and Terms of Reference

Purpose

- To promote the activities of the RD Board and Centres to RD Members;
 - To raise the profile of the RD within the Railway Industry;
 - To facilitate means of communicating with RD members such as social media;
- and
- To assist in the production of position or other statements that affect the Railway Industry.

Reports to

- The RD Board

Meets

- Nominally a minimum of twice per year

Members

- Chair
- Other RD Members (or co-optees) representing a cross section of the industry, including a Young Member if possible

Prizes and Awards Committee – Constitution and Terms of Reference

Purpose:

- To review published papers and make recommendations for prizes and awards

Reports to:

- The RD Board

Meets:

- At least once per year prior to the Institution's deadline for the nomination of Prizes and Awards (currently 31st March each year)
- As required at other times to consider matters as directed by the RD Board

Members:

- Chair
- One senior RD Member
- One Young RD Member
- A number of other representatives commensurate with the quantity of papers to be considered by the committee that year, to be drawn from a diverse range of industry and academic backgrounds.

Conflicts of Interest:

- All members will be required to declare any conflicts of interest before any committee discussions on prizes and awards.
- Where a conflict of interest exists, that member shall be excluded from reviewing the nomination or any other discussions concerning the prize or award it is being considered for.

Luncheon Committee – Constitution and Terms of Reference**Purpose**

- To raise the profile of the Institution and deliver the 'Networking' objective by means of major social events (in particular, the Annual Luncheon)

Reports to

- The RD Board

Meets

- Approx. five times per year

Members

- RD Members (or co-optees) representing a cross section of the industry

For an example Annual Luncheon schedule See **Appendix 6**.

Skills Task Force**Purpose:**

- Provide a focus for the T&RS skills agenda to ensure that this receives an equal share of industry attention.
- Identify and promote the successes of those organisations that are already addressing the issues.

- Identify viable reasons to address the T&RS skills gap and encourage stakeholders, including operators, suppliers and Government, to consider these.
- Continue to engage with industry initiatives such as the Skills Delivery Plan to provide a voice for the T&RS skills agenda.
- Communicate skills information within the RD.

Reports to:

- The RD Board

Meets:

- Three to four times a year

Members:

- Chair
- One senior RD Member
- One Young RD Member
- Up to four RD members representing various industry sectors
- One RD member representing Routes into Rail
- One RD member representing Railway Engineers Forum
- IMechE Head of Education and Skills
- IMechE Senior Business Development Manager

Appendix 3 – Duties and responsibilities of Secretariat (Governance & Engagement)

- Providing an administrative service to prepare and record meetings and decisions arising and advise on feasibility of future plans. This includes arranging RD Board, Exec and Sup-Committee meetings, booking rooms, taking notes of actions etc
- Advise the Railway Division Chair of any strategic initiatives under development within the various departments that may have relevance to the Railway Division or its members
- Report on and Administer the Division's annual budget and advise the Chair in order to adapt activity during the year according to emerging circumstances in order to meet the financial targets and other objectives
- Ensure viable events business cases and schedules are developed at an early stage and agreed between Committee Chairs and Management.
- Under the supervision of the Chair, establish relationships with relevant external bodies for the purposes of mutual understandings and contra deals
- Respond to general Learned Society enquiries
- Undertake various administrative duties such as ensuring that nominations are put forward for Institution and specific D&G prizes, organising and recording AGMs and special meetings, organising annual Past Chairs' luncheon and providing external secretariat in some cases.
- To alert the Chair and Committee Chairs to relevant duties and activities at appropriate time.

Appendix 4 – schedule of meetings and lectures for 2019- 2020

Provisional 2019 dates

Date	Committee and associated activity
14/01/2019	Events
28/01/2019	Young Members
29/01/2019	Communications
18/02/2019	Board
18/02/2019	Skills Task Force
11/03/2019	Prizes & Awards
11/03/2019	Young Members
15/04/2019	Executive
08/05/2019	Events
13/05/2019	Centre Away-day
13/05/2019	YM Future of Rail competition and AGM
20/05/2019	Young Members
03/06/2019	Communications
07/06/2019	Board
07/06/2019	Past Chair lunch
17/06/2019	Skills Task Force
24/06/2019	Events
08/07/2019	Young Members
03/09/2019	Communications
09/09/2019	Events
09/09/2019	Executive
16/09/2019	Young Members
14/10/2019	Board
14/10/2019	Chairs' Advisory Panel
14/10/2019	Skills Task Force
11/11/2019	Young Members
25/11/2019	Executive

Appendix 5 – Events Scheduling (HQ Lectures, Seminars & Conferences) – Working with Events Department

Date to be completed	Action	Responsible
February (meeting held)	Review events of previous year Finalise anything outstanding for current event schedule	Lead event contact(s) Seminars and Conferences Committee and Lectures Committee
April-May	Review events held so far in the year (as relevant) Consider ideas for events in following year	Lead event contact(s) Seminars and Conferences Committee and Lectures Committee
June	Review events held so far in the year Consider ideas for events in following year	Lead event contact(s) Seminars and Conferences Committee and Lectures Committee
September (meeting held)	Confirm number of events planning to be held in following year for reporting to TSB Prepare draft concept proposal forms (CPFs) for each event	Seminars and Conferences Committee and Lectures Committee
September – in time for TSB	Prepare and submit concept proposal forms before TSB, (for review) and then for sending to Events Department for verification	Seminars and Conferences Committee and Lectures Committee GE Staff and Event Staff
October-December	Event marketing / organising for following year commences	Event staff and lead event contact

SUBMISSION DATES FOR CONCEPT PROPOSALS FOR Event IN 2019

Submission deadlines for seminars/workshops/revenue generating events:

For events running in Q1 By end of May	For lectures in Q1 By end of July
For events running in Q2 By end of July	For lectures in Q2 By end of October
For events running in Q3 By end of September	For lectures in Q3 By end of January
For events running in Q4 By end of November	For lectures in Q4 By end of April

Proposals not submitted in time may not be approved.

Note that these are latest dates in each case. Earlier dates are to be preferred. Similar timescales can be expected for events in 2018.

Appendix 6 – RD Annual Luncheon Schedule – Activities to be carried out by Events Department

Month	Task
June/July	
	Wash Up/Kick off Meeting
	Put together budget
	Decide on table packages - prices, any new offers?
	Venue first deposit paid £10,000 incl. VAT
	Invite Chief Executive, President and President Elect
	Booking form to be sent out to companies who booked in the past couple of years
	Confirm new Toastmaster
	Invite Young Members
Aug	
	Confirm the charity for 2019
Sep	
	Speaker invited
	Speaker announcement
	Booking form to be mailed to Past Chairman
	Top table invitees to be confirmed. Andy and Amanda to put together list of people to invite.
	Invite Railway Division Centres
	Get an AV quote based on last year
	Dan to start sponsorship calls - work on people who expressed interest in sponsoring from 2018
	Create forms and letter templates
Oct-18	
	Meeting/Call with Andy and Amanda to decide on make up of the top table and discuss holding slides
	Send out chairman's invites to his top table guests
Nov-18	
	Begin working on slide content (with assistance from Andy/Amanda/RD Board)
Dec-18	Venue visit and tasting
	Brief graphic designer for design work
Jan-19	
	Staff to be made aware they will be needed to help out at the Annual Luncheon
	Email sponsors for content
	Confirmations and table plan submission form will need to be sent to people who have made bookings
	Ask Grosvenor if they will provide a prize
	Chase top table for RSVP
Feb-19	
	Tickets to be emailed out
	Start to allocate tables

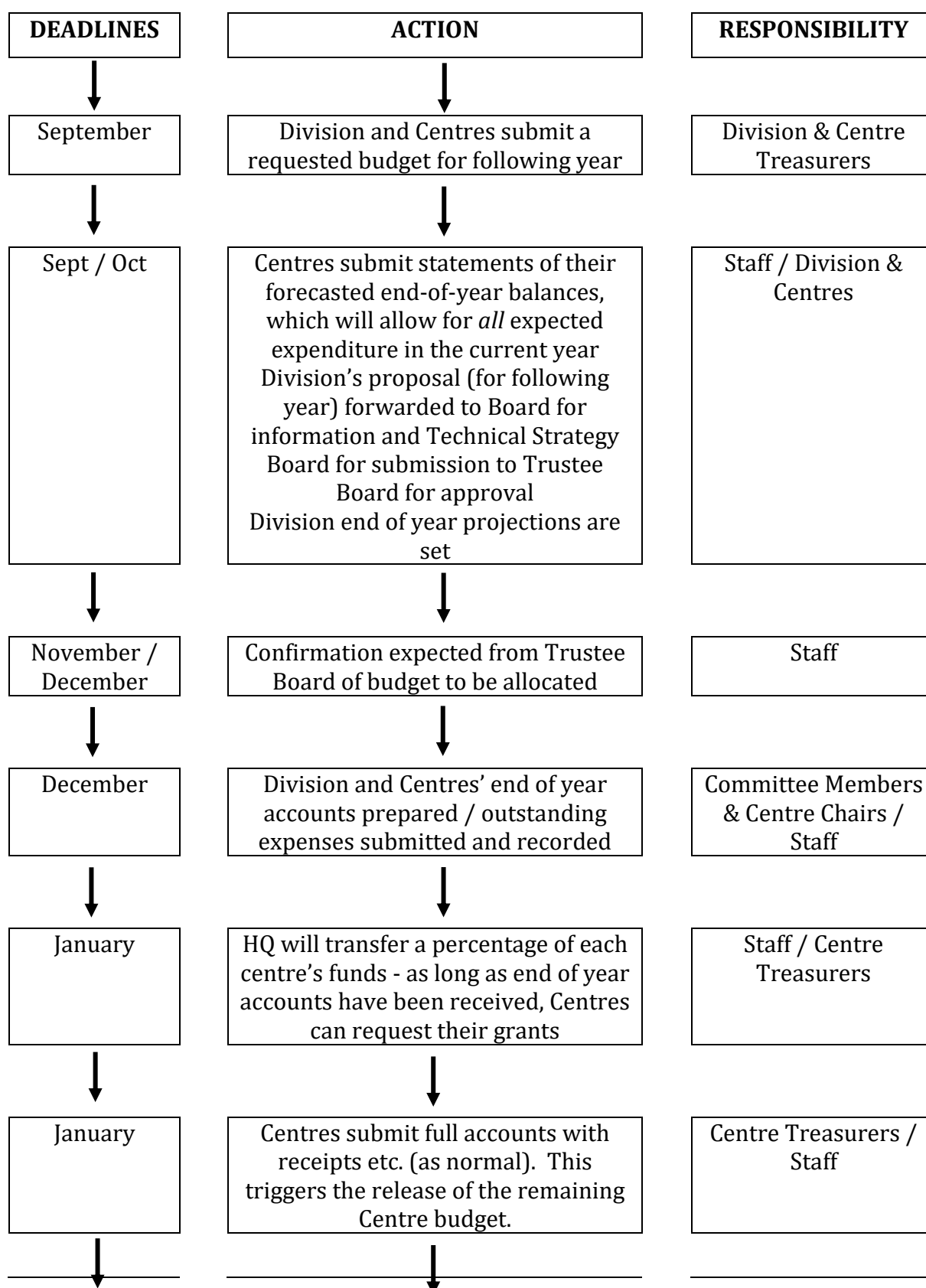
	Banners will be needed for brand presence or put content on screens
	Chase VIP's who have not responded - keep chairman up to date
	Slide content to be finalised
	Start to put together booklet
	Get room plan from Grosvenor house - circles no seats
	Brief graphic designer on floor plans (main room, hosted bars)
	Decide on layout for hosted bars in Ballroom
	Send brief to Toastmaster
	Ask Andy if he needs info for his speech
	Order sponsor wine tags from Lorraine @ Blue Bow
	Staff briefing
	Create table logo cards
	Final Covers for food and wine to Grosvenor House - 2 WEEKS BEFORE
Mar	
	Finalise booklet - this should be proofed by Marketing, and ideally Log Ops Manager - There can be so many mistakes because of the number of names the more people that proof the better.
	Send place cards to print and get at least 100 'Guest' place cards
	Keep track of any last-minute name changes post print - the old guests name will need to be removed and placed with a 'guest' card on the day

Appendix 7 – 12 Attributes of a Learned Society

	Attribute
1.	A forward-looking Technical Strategy, more international in outlook
2.	A full-spectrum matrix covering all major sectors and technologies in mechanical engineering.
3.	Comprehensive technical information services.
4.	Links to Governments on key issues.
5.	Member engagement through an event and digital programme of engineering content that also excites non-members.
6.	A business plan and be business-like.
7.	A public agenda of themes and campaigns.
8.	A proactive and reactive voice on current affairs.
9.	Links with partners to increase impact.
10.	Links to industry and employers to ensure the business relevance of the programme.
11.	An Institution-wide system to recognise personal achievement and raise the profile.
12.	Promote professional development of members.

Appendix 8 – Division and Centres’ Financial Planning and Reporting

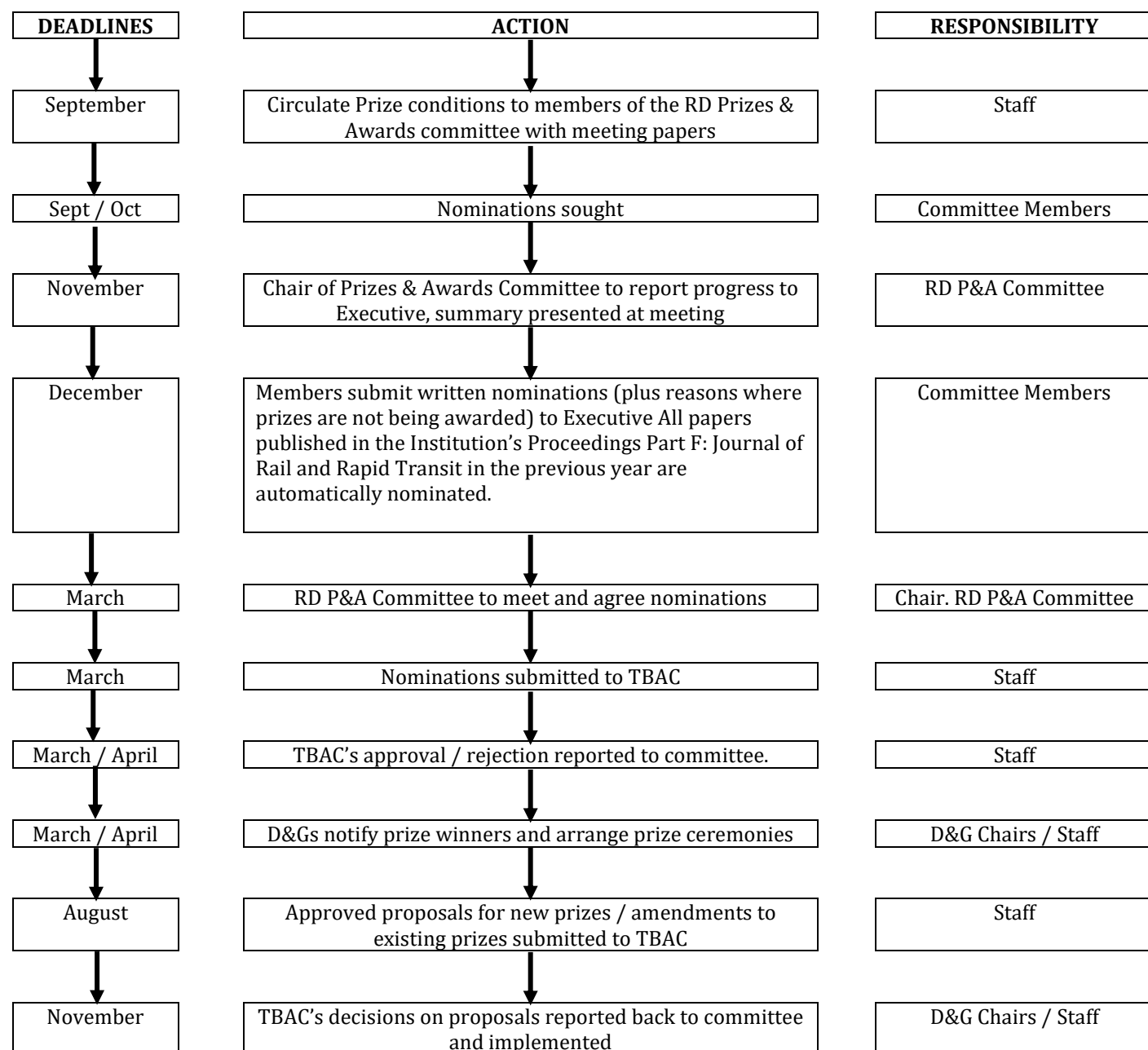
The following chart outlines the key activities and deadlines in the budget setting process. The same deadlines are applied to both the Division and the Centres.



June	<p>As long as half year accounts have been received, Cent</p> <p>Will automatically receive the second half of their grant if appropriate. (otherwise can request the second half of their grants</p>	Centre Treasurers / Staff
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Appendix 9 – Prizes and Awards Process

The following chart outlines the key activities and deadlines in the Prizes and Awards process. The same deadlines are applied to both the Divisions and Groups and the major Institution prizes.
TBAC = Trustee Board Awards Committee



Appendix 10 – Annual General Meeting / Board elections timescales

Nominations for the Board should be agreed during the Chair's Advisory Panel (CAP) meeting of the preceding year.

7 weeks before the AGM the Election Notice must be issued (via railway web page and industry updates)

5 weeks before the AGM is the deadline for nominations

If a ballot is necessary, it must start **31 Days** before the AGM

The ballot must finish **3 days** before the AGM

The final nominations will be elected **at the AGM**

Action	2019 – timeline
Note vacancies which will arise, and agree a deadline for nominations	Wednesday 6 February 2019
Deadline for nominations by Board Members and biographies	Wednesday 20 February 2019
RD Members advised of nominations and invited to propose others by final deadline (<i>to include the names already listed with their biographies</i>)	Notification in March Railway Digest i.e. Input is required before Friday 8 March 2019
Final deadline for nominations and biographies	Friday 29 March 2019
If nominations exceed vacancies, notice of election issued to Members	Tuesday 9 April 2019
Start of ballot (if needed)	Tuesday 9 April 2019
Completion of ballot (if needed)	Tuesday 7 May 2019
AGM – Election Results Announced	Monday 13 May 2019