

Minutes of Meeting

Document No S1097-13

Subject	Steering Group Meeting	Circulation	Steering Group
Date	14 th Jan 2013	Circulation Date	16 th Jan 2013
Location	Hitchin	Circulation by	E-mail and website

Attendees

John Saffell (JS)	Alphasense	Dave Curtis (DRC)	DRC
Leigh Greenham (LG)	CoGDEM		

Apologies

Mike Byrne (MB) available on Skype	Ei Electronics	Jonathan Gilby (JG)	City Tech
		Jonathan Kane (JK)	Kane International

Agenda

- 1 Apologies and review of previous minutes and outstanding actions
- 2 Membership update – new members BSi & Emerson/Net Safety
- 3 Finance: review of budget to date for 2012/13, set budget for April 2013-March 2014
- 4 Standards committees, overview of representation
- 5 CoGDEM Guide to Gas Detection – update and WWEM 2012 review
- 6 Activities: Brief updates on CoGDEM's recent meetings/communications with HSE, Gas Safe Register, BSS, APPGSG, GISG, GASG, ERA, ENA, HHIC, Ofgem, Merseyside CO project, CO-Gas Safety,
- 7 Planning for next CoGDEM meeting – Tuesday 12th Feb 2013
- 8 Guest speakers: Carlos Huggins in Feb
- 9 Publicity
 - Website and printed articles
 - CO sub group, Zoë Forman's project
 - Helpline activities
- 10 Other groups
 - GASG
 - ESP KTN
- 11 AOB, including:
 - Special Interest Groups?
- 12 Dates to be selected for 2013 meetings:

Steering Group
14 Jan 2013
21 May 2013
3 Sep 2013

Main meetings
12 Feb 2013
11 June 2013
15 Oct 2013

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1 Apologies and review of previous minutes and outstanding actions

Jonathan Kane sent his apologies, and Mike Byrne did not attend in person, but was available by phone and/or Skype if required. Jonathan Gilby's route was affected by snow, so his journey to Hitchin was aborted.

The minutes of the last meeting on 25th September 2012, document S-1096-12, were reviewed and accepted. All actions were either complete or will be covered in these notes.

2 Membership update

Since the last Steering Group meeting, we have been joined by BSI (Loughborough test lab) and Net Safety Monitoring (Canadian industrial safety manufacturer, part of Rosemount/Emerson). Marcus Pattison's ETP/ILM group is in the process of joining as an Associate Member. In discussion, other companies to approach include sensor company SST, IGD, Italian company IMX, BP and Cascade Lasers.

Our current membership numbers are 56 in total (39 full, 14 associates, 3 free (HSE, Tony Banfield, STA)).

JS mentioned 'Air Quality' and whether we should broaden our remit to attract companies from that sector, Dave reminded him of the STA's coverage of that area, so perhaps JS can attend the next STA Equipment suppliers meeting.

Action: LG to forward meeting invite and agenda to JS when received

3 Finance

Dave Curtis had distributed an update on the 10-month accounts to Jan 2012, showing we are more or less on budget, but with several companies still owing payment for their 2012 renewal invoices. LG had chased these again with success from all except GSS. There is also an outstanding membership invoice from Det-tronics from 2010 which we are still chasing, and will take a view at year-end whether to write-off (dependent on surplus).

Income from royalties on sales of the CoGDDEM Guide to Gas Detection will be chased before financial year-end, nothing was budgeted, so anything received will be a pleasant addition, rewarding our hard work.

In setting next year's budget, we discussed that membership fees should not be increased if at all possible. Therefore we agreed a similar budget to the current year, with a few minor amendments based on this year's actual spend in some areas.

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Budget vs Actual 2012 to 2013 - 10 months, and draft 2013-14 budget

		Budget 2012/2013	Budget 10 months	Actual 10 Months	Budget 2013-14	
Sales	Membership	38805.00	38805.00	35993.00	37050.00	39 full members
	Associate Membership	6450.00	6450.00	6700.00	6000.00	12 assoc members
	Joining Fee	600.00	600.00	870.00	450.00	3 new members
	Book income				500.00	estimate 50 copies
	Bad Debt write off					
	Discounts	(2500.00)	(2500.00)	(1979.25)	(2000.00)	
	Sub total	43355.00	43355.00	41583.75	42000.00	
Membership costs	Office administration	3780.00	3150.00	4175.00	4500.00	
	Web site	1000.00	833.33	450.00	700.00	
	Office rent	3250.00	3250.00	3250.00	3250.00	
	Leigh Admin	24500.00	20416.67	18062.50	24500.00	
	Travelling & BSI support	2800.00	2333.33	1377.80	2500.00	
	Communication costs & stationary	2000.00	1666.67	1247.60	1600.00	
	Professional & Consultancy fees	900.00	900.00	795.00	900.00	
	Maintenance	420.00	350.00	315.00	420.00	
	Bank Charges and Interest	100.00	83.33	69.00	100.00	
	Membership fees to other assocs	2150.00	2150.00	2076.25	2150.00	GISG, L/6/10, BSI, STA
	Catering expenses	650.00	541.67	447.73	650.00	
	Sub total	(41550.00)	(35675.00)	(32265.88)	(41270.00)	
Surplus / Deficiency		1805.00	7680.00	9317.87	730.00	
CO Sub Group	CO Sub Group			42.40		
		0.00	0.00	42.40		
CoGDEM Adv & Promotion	Shirts for WWEM			(40.00)		
		0.00	0.00	(40.00)		

Final Surplus / Deficiency	1805.00	7680.00	9320.27	730.00
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NOTE: Bank accounts and reports as at 9th January 2013

Bank Accounts	
Current Account as at 9/01/13	5,139.88
Reserve Account as at 9/01/13	5,604.28
Outstanding Debtors	
See debtors report	
Total	6,201.70
Estimated total income	
Outstanding suppliers	
See creditors report	-931.20
Net income	16014.66

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4 Standards and Representation

A volunteer came forward after the Call for Experts on the EMC standard EN 50270, Scott Langfield from Honeywell Analytics, he has been put forward to BSI and CENELEC.

Committee	Description	CoGDDEM Reps	Meeting date(s)	Current Issues
L/6/10	UK Ex Forum	Kevin Stockwell (Leigh Greenham)	29 Jan 2013 @ BSi	IECEX conformity
EXL/31	BSi Ex committee	Kevin Stockwell (Ron Sinclair)	Awaiting 2013 date	ATEX Ex standards
EXL/31/1	BSi Gas detectors	Tony Banfield Jonathan Gilby Jonathan Kane Leigh Greenham Mike Byrne	7 February 2013 @ BSi Annual	Domestic CO to be mandatory, functional safety, hydrogen
TC216, SC31-9	European Gas detectors	Tony Banfield Jonathan Kane Jonathan Gilby Mike Byrne	13/14 March 2013 Brussels, annual	FGA stds, EN50291, func. safety
EH/2/1	Emissions from stationary sources	Dave Curtis	Unknown	VOCs (STA now secretariat)
EH/2/3	Ambient Air Quality	John Saffell	Unknown	Ambient air
GISG	Gas Industry Safety Group	Jonathan Kane (Leigh Greenham)	Every other month	Funding of CO projects
GSE/30/-/21	BS7967 FGA Guidance Non-domestic use	(Jonathan Kane) Eddie Quigley Kevin Mileson	Ongoing	Update of parts 1- 4
JWG TC216 & CEN TC109	European std for guidance on FGAs	Jonathan Kane Paul Basham	27 Feb 2013	Take BS 7967 to Europe
IEC60079-29-3 EN50402/61508	Functional Safety of Gas Detection Systems	Doug Longstaff Chris Allen Martin Lloyd Mike Skinner Dennis Culver	Ongoing	Evolution of existing standards and consistency
JWG CMI	Toxic Gas Performance	Peter Walsh Jonathan Gilby Richard King	16 Jan 2013, Paris	EN 45544 update
IGEM	Gas appliance installations, schools etc	Phillip Wild Kevin Mileson	Ongoing	Gas detection interlocks
TC216 WG9	Domestic CO alarms	Mike Byrne + 3	Ongoing	Add end-of-life feature
SC31-9 WG x	EMC EN 50270	Scott Langfield	Feb 2013, Germany	Updating existing std
EuNetAir	Air quality networks	John Saffell	Ongoing	COST Group

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5 CoGDEM Guide to Gas Detection – update and WWEM 2012 review

The book was published in October, with the authors and contributors' copies brought to our October meeting by Marcus Pattison. The formal launch took place at WWEM 2012 in November, where LG gave a presentation on the book and its contents. It has been very well received by CoGDEM members, although felt to be expensive at £130. This list price was determined by ILM Publications, although it appears some discount can be achieved by negotiations.

In November, the second WWEM exhibition (that CoGDEM has been involved with) was successful with the exhibiting member companies pleased with visitor attendance figures. The workshops in both areas were well supported, but closer organisation will be undertaken next time, avoiding simultaneous subject matter and overtly commercial presentations.

It had been mentioned prior to WWEM 2012 that CoGDEM should benefit financially for its efforts with WWEM, so for WWEM 2014 it was suggested that LG records his time spent on organisational and promotional activities for the Gas Detection Zone, so that the exhibition organisers (ETP) can be invoiced after negotiation.

6 Activity Report

LG gave an overview of the key CoGDEM external activities and correspondence since the last Steering Group meeting:

- All Party Parliamentary Carbon Monoxide Group: several meetings during the autumn and the first two meetings of the CO All Fuels Action Forum, with 7 CoGDEM sponsors contributing a total of £5k. Relaunch event for all sponsors was held in Parliament in Oct 2012.
- HSE: correspondence and meetings on Flues in Voids, mandatory combustion testing for new boilers, amendments to the gas industry Approved Code of Practice (ACoP), changes to EN 50292.
- Gas Safe Register: CoGDEM/GSR event on Consumer Behaviour Change held in Nov
- HHIC, joint meeting with CoGDEM's FGA community
- Gas Industry Safety Group, attendance at meetings, involvement with Coronation Street CO storyline
- Chief Fire Officers Association and Capita, re CO alarm rollout via all Fire Brigades
- GASG, arranging speakers and then attending December event
- UKLPG, assistance with flammable gas detector guidance leaflet for their members
- CIPHE, assistance with CO alarm guidance leaflet for their members
- BOHS/HSE, planning for Feb presentation by LG on the Wirral

7 Planning for next CoGDEM meeting, 12th Feb 2013

No special items, normal timings, a few new members are expected. Guest speaker will be Carlos Huggins to tell us of relevant ESP KTN and NPL activities. Jonathan Gilby had suggested that the ISG meeting be informed that he intends to stand down as Chair of the sub group at the AGM in June, so volunteers were sought. The SG thought that Noor Ali might be a good candidate, so he will be approached first. **Action: LG to call Noor Ali**
It seems the other members of the Steering Group are willing to stand for re-election.

8 Guest Speakers

Future guest speakers could include Frank Kelly (Government spokesman on air quality from UCL and involved with Olympic drug-testing). JS also suggested an explosives expert (Alex Contini) from Shrivvenham, possibly for our October meeting, as we will not have a guest speaker during our busy AGM in June.

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9 Publicity

9.1 Website and recent articles

The CoGDDEM website is running smoothly, Steve has added a link for the CoGDDEM Guide to Gas Detection book, there will be some updates to the CO section soon.

With Marcus Pattison's IET/ILM group joining CoGDDEM, LG will write a regular column of gas detection news for IET magazine, starting this month. Also, now that the CoGDDEM Guide to Gas Detection has been published, we will work to place some extracts as articles.

LG is writing an FGA article for heating engineers, to be published in the appropriate trade press.

9.2 CO sub group, Zoe Forman's project

This winter has already seen some good publicity on the risks from domestic CO incidents, with this year's CO-Be Alarmed media campaign starting in Oct 2012 with Kirsty Allsopp as the key celebrity endorser. Unfortunately she had not been properly briefed about the best location for CO alarms ("CO is heavier than air" sic).

This was followed by the CO poisoning storyline in Coronation Street, which although not directly mentioning CO alarms, had a tangible effect on awareness and sales.

The CO publicity group held a separate meeting prior to Christmas, and discussed other projects that may require funding during 2013, such as the Merseyside/John Moores University Phase 3.

9.3 Helpline activities

Coronation Street did not cause a meltdown of our helpline, but just a few extra calls.

In November we became involved in a poisoning incident in a Cornish hotel, a couple called us when they were hospitalised after a gas fire emitted CO and we arranged for Cornwall Fire & Rescue's CO expert to investigate their case.

With the cold weather returning recently, call volumes have increased again, particularly from Kidde customers as they publicise our helpline number in their instructions.

10 Other Groups Update: GASG, Sensors & Instruments KTN

10.1 The December GASG meeting on the subject of Gas Detection in the Emergency Services was well attended by CoGDDEM members, LG had helped secure some of the presentations. The next meeting will be on March 21st at Cranfield University, on the subject of Gas Sensors in Healthcare.

10.2 Carlos Huggins will update us on the Sensors and Instruments KTN at our February meeting.

11 AOB

11.1 Special Interest Groups

The suggestion by Tom Gurd of City Tech that he forms a Special Interest Group on sensors with JRS was deemed to be too potentially fraught with conflicts of interest or confidentiality, so this has not been pursued.

11.2 German initiatives

At the last SG meeting, LG reported that we had been approached by Knut Hoyer (Testo GmbH) about some form of joint initiatives with Figawa, the German trade body. Despite our positive response and several reminders, the ball remains in the German court, and Knut recently told LG that he is soon to have a discussion with Figawa's Chairman Dr Burger to progress the idea, apologising for the delay as they have both been "snowed under".

12 Dates of next meetings:

Steering Group

21 May 2013
3 Sep 2013

Main meetings

12 Feb 2013
11 June 2013
15 Oct 2013