

## Minutes of the meeting of the ITEC group committee

Held on 30 May 2002

Glazebrook Room, 76 Portland Place, London

**Attendees:** Dr Ian Marshall (Chair), Dr Brian Jones, Prof Keith Blow, Dr Mervyn Jones (MJ), Kevin Hyman (Sec)

### 1. Apologies:

Nick Wright, Dr Mike Uren, John Hutchinson, Richard Horton, Malcolm Joyce (MJJ), Dr Keith Kirby, John Gowar

### 2. Minutes of last meeting

The minutes were **approved**, it was noted that the date was incorrect, the previous meeting was held on 26<sup>th</sup> February 2002.

### 3. Review of Actions

KH to arrange visit to Bracknell Met Office	Organised and scheduled to occur on 13 <sup>th</sup> June.	Complete
MU to arrange visit to Malvern	No action so far	Ongoing
Action 2.1. KH to obtain details of HO and liase with Western Branch (Vince Smith)	Still no reply from visit officer - cancel	Close
Action 3.1 KH to book for a Saturday in July and publicise. Liase with Vince Smith (Western Section).	Kevin away through July, try again for September	Ongoing
Action 3.2 KH + JG to produce a checklist of items to be addressed to organise a successful event.	No action so far	Ongoing
Action 3.3 KB to circulate a draft email proposal on sponsoring a teacher for discussion.	KB has emailed both of the committee members with teaching experience for comments, but no substantive reply so far	Ongoing
Action 3.4 IM to discuss structure and links at Chairmans' meeting.	Discussed, see matters arising	Complete

#### **4. Matters arising**

From action 3.3. It was agreed to expand the travel bursary, as the easiest way to implement the scheme. Publicise through the IoP education dept, with the offer to assist teachers to find a suitable placement, e.g. in university or industry.

From action 3.4. IM reported that he had agreed a deal with Steve Prosser, chair of the Instrumentation Group. We would sponsor a session in their conference (next one planned for Ireland Autumn 03); they would reciprocate on Devices. It was agreed that if a session was to be given at Congress on 03, then a Call for Papers was needed.

**Action 4.1 IM to organise a call for papers for a Session at Congress 03.**

IM has been elected to Council to represent the Groups that do not have a Division. This would include attempting to counterbalance the representation of Nuclear Physics and Academia. BJ stated that he had been trying this for ten years, IM agreed that the background work had been done to produce a proposal for next year's Annual Reps Meeting.

Re local visits. IM reported that he had attended a successful East Anglia AGM. He proposed that we should work closely with the Local Groups, supporting them in arranging and publicising local events, allowing ITEC to deliver members a mixture of local events and the specialist events that needed a national organisation.

**ACTION 4.2 KH to email local Group Secretaries with an offer to cosponsor relevant visits.**

#### **5. Correspondence**

KH: several invites to cosponsor – some accepted where relevant to ITEC

KH – A letter of resignation had been received from Malcolm Joyce, due to other commitments. **Action 4.3 KH to reply to resignation letter thanking Malcolm Joyce, and to take up his offer of nominating a replacement name.**

#### **6. CVs for committee candidates**

A reminder was given to all committee members to consider names for the committee, having more members spreads the load of organising meetings and allows more to be done. It was agreed that a committee member could be co-opted, putting their name forward formally to the AGM.

#### **7. Activities – rolling review**

The meetings programme was discussed:

- Future of Electronic Devices – This was “Electronics Update”, The meeting had occurred and been successful. Thanks to JG for organising it. It was agreed that a report on the meeting was needed, IM offered to write one if asked by JG. **Action 4.4 KH to remind JG that a report was needed on the meeting.**

- Weather Centre. Planned for 13<sup>th</sup> June.
- Explorer centre at Bristol. Plan as a family visit for September.
- Dynamic Firmware. Meeting to be held in Aston. KB and IM organising as a ½ day meeting. Target date Nov 2002. KB reported that David Holding will assisting with this.
- IOP Publishing: - IOPP is happy to provide a talk on the process of publishing. Plan for 2003. BJ to coordinate.
- Photonics Applications Specialist Meeting ½ day KB 2003
- QinetiQ Malvern visit MU to arrange date in Spring 2003.
- Specialist meeting on Medical Electronics. It was agreed to delete this.

New ideas:

- Visit to BT labs – to be organised by East Anglia Group
- Visit to NATS centre at Swanwick - Delete
- IT – Next Generation
- KEW PRO – discuss at next meeting
- Jodrell Bank. It was suggested that this might be an evening meeting, Keith to arrange, and circulate to local groups.
- Group Conference. To be based on the Future of Electronic Devices. Congress want a 1-2 day event for April 2003 (Edinburgh). Audience of 50-100. Two themes, Electronic Devices and IT. Possibly covered by “Ubiquitous Computing”. Aim for academic audience, but wide enough to appeal to industry as well. Look at next generation: Communications, Devices, Security / Privacy. To be collocated with Congress, rather than full part of it. Need to put out call in July, papers in December. BJ suggested that we could use local groups to identify speakers. **Action 4.5 IM to set up conference sub-committee with John G, Mike U, Keith Blow, Nick Wright.**

## 8. Web Site

Web is still there. There was a web masters meetings, announced major changes to the site and tools in June. Revamping ITEC site could be a challenge for a member in the Web field. **Action 4.6 KH to email advert for a web designer.**

## 9. AGM

This will be linked with the CEng AGM. KH suggested that the head of the Air Accident Investigation Branch (Ken Stone?) might give the talk. **Action 4.7 KH to send contact details for AAIB to IM.**

## 10. AOB

**Bursaries:** No applications received. Agreed publicity was needed. **Action 4.9 KB to contact Sam Ray (IoP Student Member Coordinator).**

**Innovations in microprocessing.** IM reported that he had presented paper to the House of Lords on the need for a National Facility to serve and regenerate industry.

**Annual Reps Meeting** on 1<sup>st</sup> May – IM and KH attended. IM was elected to the council. Worrying presentation on the Roberts Report, highlighting the shortage of Physics teachers. KH reported that the Finance Director welcomed any plans that identified future spending, so that committed funds could be invested.

**Finance** IM suggested that we identify a prize fund of say £5000, to provide a £250 pa for best application of physics to ITEC. **Action 4.10 IM to investigate getting prize into the IoP Awards book.**

**Technogames:** KH had suggested sponsoring a prize at Technogames, it was agreed that ITEC could move this without waiting for IoP. **Action 4.11 KH to investigate contacts to donate prize for Technogames.**

**Foresight:** KB reported that latest Foresight paper is out, he will circulate it.

## 11. DONM

This was **agreed** to be 19<sup>th</sup> September, with the following meeting planned for 27<sup>th</sup> February, at 76 Portland Place.

Meeting Closed.