

Annual General Meeting of the SIG for 2010
- with after meeting speaker session open to guests

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The above SIG gives notice that it will hold it's AGM as follows:

Monday 28th June 2010 at 2.45 PM at:
55, Baker Street, London W1U 7EU

The SIG thanks BDO Stoy Hayward LLP for the kind provision of a room in their offices for this meeting.

AGENDA

- 1) Welcome and Chair's report (including Apologies to be read out)
- 2) Approval of the minutes of the 2009 meeting (copy in Appendix 1 below)
- 3) Election of Chair – Pauline Bird has offered to be re-elected – any other nominations to be received by the Secretary at least 10 days before the meeting – closing date is 2.45 pm 18th June.
- 4) Secretary's report including the position and a proposal re *NEWSLETTERS* in the current situation and to seek a Mandate for progress. (Appendix 2 below)
- 5) Election of Secretary - Bruce Widdowson has offered to be re-elected -- any other nomination to be received at least 10 days before the meeting – closing date is 2.45 pm 18th June 2010
- 6) Any other business, details of which have been received at least 10 days before the meeting – closing date is 2.45 pm 18th June 2010.

General notes

1) This year we look forward to welcoming David Hillson and Ruth Murrey Webster as after meeting speakers. The start for this has been booked for 3-00 pm.

2) As in previous years, we have set a closing date for all submissions. This is to allow for free e-discussion on points raised by a wide as possible spectrum of our membership and to consequently reduce final decision time needed at the meeting. The joining instructions for the AGM together with any consequent late changes to the Agenda, will be issued to those attending just after the closing date.

All members are welcome, if you wish to attend, please contact Pauline Bird at pauline.bird@bdo.co.uk to book a place by the closing date of 18th June (late applications will be accepted at the discretion of the Chair).

Bruce Widdowson

Secretary
e-mail bruce.widdowson@btinternet.com Tel. 0115 986 3254

Appendix 1 of 2

Minutes of the 2009 AGM of the *People, Communication and Behaviour* SIG of the **irm held at the 55, Baker Street, London W1 on Thursday 4th June 2009:**

- 1) Apologies were received from both the outgoing and incoming Chairs. – founder member, Patrick Keady acted as chairman.
- 2) Michael Ocock's resignation from the Chair was accepted and a vote of thanks recorded– Pauline Bird was elected Chair in her absence in accordance with a *wish to stand* mandate given to the Secretary.
- 3) The Secretary's report was presented and accepted by the meeting. In the main this was about the Guide:-
 - a) – thanks were recorded to Pauline Bird for writing the Internal Audit section.
 - b) – it was reported that the initial draft had been submitted to the **irm** office at Lloyds Avenue a few weeks earlier, albeit that the Human Resources section was missing as this was to be written by Another. A decision was still awaited about the ultimate format of, and role that the Institute would expect the Guide to serve. The Secretary felt that in the end, a shorter version may evolve.
- 4) Bruce Widdowson was re-elected as Secretary, but gave notice that he may wish to review his willingness to stand in 2010 depending on prevailing circumstances, mainly driven by the actual publication date of the Guide.
- 5) After much discussion, it was decided to change the name of the SIG to ***HUMAN FACTORS and COMMUNICATION***. There were a number of reasons, it being felt that the role had evolved somewhat, one aspect being that the SIG had become international and the word "behaviour" is spelt differently in American English.
- 6) The *NEWSLETTER* was discussed and it was agreed that the basic format would continue
- 7) There was no other business.

Bruce Widdowson
Secretary

Appendix 2 of 2

Secretary's report for 2009/10 and proposition regarding the NEWSLETTERS for 2010/11.

Since last year, the activities of the SIG have extended with the addition of regular London meetings organised by the Chair, Pauline Bird, which have been attended by both SIG members and guests.

The regular *E-NEWSLETTER* has continued with a distribution fluctuating at around 80 to the main core, which includes members in five overseas countries, more than one of which forward a re-distributed copy within their regional group. Issues go to certain officers and staff at Lloyd's Avenue

and all issues are displayed on the **irm's** official website - plus five media representatives and (new for 2010) a welcome to three *observer* members, who are specialists within outside organisations as follows:

Chartered Institute of Personnel Development
Institute of Ergonomics & Human Factors
The Centre for Social Justice

The Guide and NEWSLETTERS – position and proposition

The **irm**, including the directors and faculty, are continuing with the massive job of promoting what is still a young profession during times of great uncertainty with many demands on staff time. A considerable number of volunteers provide extensive, and essential, support through the medium of Regional and Special Interest Groups.

It is not now practical for the Institute themselves to publish our Guide as a formal document or “standard” at this stage. Consequently, we are left with the need to make a decision ranging from simply writing off all the work already completed to actually publishing these ourselves which would require a sponsor and could involve legal and other problems. In any case with the attendant task of updating, re-writing and editing the 2009 draft, I feel the workload would be too great for volunteer activation alone.

In between these two extremes, the *NEWSLETTERS* over the next six months could be extended to include fresh presentation of cherry picked extracts from the original manuscript in technical boxes and appendices if necessary within the updated ERM and Performance Management context. Readers would in effect be able to select what they needed to create their own bespoke *Guide* from bits that were of interest to them.

If re-elected in 2010, I am willing to undertake this duty with the earliest completion date of November 2010. The additional workload involved is only possible at this particular time, as the task could be carried out alongside my own project that I have been working on for a while now – this is a book (hardcopy or CD or even DVD training film form) based on “*Risk Management - in the context of philosophy and justice in the workplace*”
- in spite of much common ground, the projects are separate.

If this was not acceptable to the SIG I would still offer myself for re-election for a further 12 months to continue the *NEWSLETTER* in its current shorter format and retain the membership records, but would anyway wish to step down from office at the 2011 AGM, by which time I would have completed 6 years service (including set up time) with the SIG. I believe that organisations should be dynamic, with change of faces and styles after a reasonable period to ensure effective evolution.

Bruce Widdowson
May 2010

Feedback requested

Comments on this matter are especially welcome from members who are not able to travel to London for the AGM - before the closing date of 18th June, please.

General Information

This Special Interest Group of the Institute of Risk Management was formerly known as the *People, Communication and Behaviour* SIG and the current Chair is Pauline Bird MIRM. The SIG was founded at the end of 2005. The first *NEWSLETTER* was issued in December of that year and can be downloaded along with all subsequent issues from the **irm** Website, or on application to the Editor for specific topics. The inaugural meeting of the SIG was in January 2006, the founding officers being Michael O'clock FIRM, Chairman and Bruce Widdowson FIRM, Secretary. The address of the Institute of Risk Management is: 6, Lloyd's Avenue, London EC3N 3AX .- Telephone +44 (0) 20 7709 0716 - Web: www.theirm.org

