



**UK Indoor Environments Group (UKIEG) Committee**

**11<sup>th</sup> September 2020, 11:00 – 12:30**

**Venue: Tele-conference**

Marcella Ucci (MU); Derrick Crump (DC); Dzhordzhio Naldzhiev (DN); Sani Dimitroulopoulou (SD); Gráinne McGill (GM); Isabella Myers (IM); Jon Bootland (JB); Paul Wilkinson (PW); Monica Mateo Garcia (MMG) and Mike Leonard (ML)

**Apologies:** Azadeh Montazami (AM);

<b>Agenda Item</b>	<b>Actions</b>
<b>1. Welcome, Introductions and Apologies for absence</b>	
MU/DC welcomed all, and confirmed apologies	
<b>2. Confirmation of agenda, minutes and matters arising</b> 2.1 Minutes from last meeting were not formally produced (only actions arising were circulated). These were reviewed.	
<b>3. Matters arising not covered in Agenda</b>	
N.A.	
<b>4. UKIEG 2020 Webinar: feedback, AGM and next steps</b>	
<p>DC thanked MMG and ML for hosting an excellent webinar with approx. 85 attendees and over 100 registered.</p> <p>MMG explained that a recording of the video is available (for internal use only) and also a document with the comments/questions in the chat function. It was agreed that the comments/questions could be reviewed to provide a brief summary, if relevant, in the Newsletter. The</p>	<p><b>MMG</b> to circulate video and chat script. <b>DC</b> will write summary of the event, including reflections on comments/questions when relevant <b>MU</b> will write minutes of AGM based on video. The minutes, plus slides from the AGM can then be uploaded on website by <b>DN</b></p>

<p>AGM video shall be reviewed for AGM minutes.</p> <p>Slides from speakers' presentations will be uploaded the UKIEG website (pending Mike Davies approval).</p>	<p><b>PW</b> to confirm if Mike Davies agrees for slides of his talk to be uploaded on the UKIEG website</p> <p><b>MMG</b> to send slides to <b>DN</b>, who will upload on website (Mike Davies's ones pending confirmation, see above).</p>
<p><b>5. Committee membership and co-opted new member</b></p>	
<p>All members which needed to be re-elected were confirmed at the AGM</p> <p>DC reminded members that Clive Shrubsole has stepped down from the Committee, acknowledging his valuable contribution throughout the year. We can therefore co-opt a new member and we have received expression of interest and CV from Alejandro Moreno (Lancaster University). The Committee reviewed these documents and agreed to invite Alejandro to join the Committee, ideally he would help on the website.</p> <p>A discussion on dividing some tasks across Committee members to better balance the load. This is reported in the Newsletter section later.</p>	<p><b>DC</b> to contact Alejandro re. joining Committee</p>
<p><b>6. UKIEG 2021</b></p>	<p>.</p>
<p>The current plan is for BCU to host the conference on the 24<sup>th</sup> June – a Save the Date will be included in our Newsletter. An extended discussion on whether to plan, at least for now, towards a face to face or online event followed.</p> <p>It was agreed that even if online, the event would need to cover any administrative or other costs that the host would incur. The potential conference themes and timeline will be agreed at the next Committee meeting.</p>	<p><b>MMG/ML</b> to check fees changed for administrative support towards a face to face or an online event.</p>
<p><b>7. Update on Other events and Activities</b></p>	

<p>DC mentioned upcoming APPG event and possibility to send questions in advance. SD reported on upcoming PHE events 14 and 15 October:</p> <ul style="list-style-type: none"> <li>- the research conference - 14/10 and</li> <li>- the stakeholder event, where the UKRI networks may be presented - 15/10</li> </ul> <p>SD and others also reported on the new Air Quality networks funded by NERC. It was noted UKIEG could monitor their website (when ready) to make sure we do not clash with events etc, plus contact selected PI expressing UKIEG's interest in joining the networks.</p> <p>SD was approached by BioAirNet network to provide a list of key stakeholders, further details to come</p> <p>DN mentioned on the work of the SAGE's EMG group as well as IAQM</p> <p>IM reported work on CO, with focus on pregnant women.</p> <p>MU reported that a new Working Group on Indoor Air Quality will be hosted at Reading University, as a follow up from the RCPCH report. She is currently a member of the Working Group, whereas SD was invited but had to decline due to workload.</p> <p>MU also reported an invitation from Devo Connect at a roundtable on the 15<sup>th</sup> September. It was sent to the UKIEG email address (<a href="mailto:committee@ukieg.org">committee@ukieg.org</a>). She cannot attend and will forward to DC and SD</p>	<p><b>SD</b> to send details re PHE event and NERC networks, as well as request by Bioair Network</p> <p><b>DC</b> to contact NERC-funded networks for collaboration opportunities in due course</p> <p><b>DN</b> to send details re. SAGE's EMG and IAQM</p> <p><b>MU</b> to send DevoConnect invitation to SD and DC</p>
<p><b>8. Newsletter</b></p>	
<p>MMG offered to help with the Newsletter. It was agreed to have a more collective approach, using a Google Docs template so every member can include news/links. Some news item for the newsletter were discussed during the meeting (see other sections).</p>	<p><b>DN</b> to circulate a Newsletter template via google docs – cross-referencing headings included in these minutes</p> <p><b>ALL</b> to contribute to Newsletter</p>
<p><b>9. Website, LinkedIn and Twitter</b></p>	

<p>JB suggested to include a page on the website with a list/links to all other relevant networks.</p> <p>The suggestion of migrating to a different website creating/editing tool was considered, to be discussed further in due course. The long-term goal is to re-develop the website.</p> <p>GM confirmed she is happy to continue with Tweeting from the UKIEG Tweet Linkedin was not discussed</p>	
<p><b>10. AOB</b></p>	
<p>NA</p>	
<p><b>11. Date of New Meeting</b></p>	
<p><b>Friday 20<sup>th</sup> November 2020, 11.00-12.30</b> remotely</p>	<p><b>All to confirm attendance to MU – see calendar invite for joining details</b></p>

**Marcella Ucci, UKIEG Secretary - On behalf of the UKIEG Committee**