

# Minutes

Subject Industry Standard in Property Asset Management  
Date Tuesday, 6 June 2006  
Location The Stamp Office, Somerset House, Strand, London

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Present	Keith Jones (KJ) Keith Snook (KS) Alan White (AW) Tim Lloyd (TL)	Chairman RIBA RICS CONSILIAN
Apologies received from:	Bridget Hardy (BH) Paul Bagust (PB) Steve Male (SM)	OGC RICS Co Chairman

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ID	MEMORANDA	ACTION
1.0	<b>PURPOSE OF MEETING</b>	
1.1	<u>General</u> The main purpose of the meeting was to review the draft Base Document.	Info.
1.2	<u>Minutes of previous meeting</u> It was agreed that the minutes of the previous meeting were a true and accurate account of what actually took place.	Info
2.0	<b>MINOR AMENDMENTS TO PID / POSTING PID ON WIKI</b>	
2.1	<u>PID v9</u> The board approved the following revisions to the PID made in version 9 <ul style="list-style-type: none"><li>• Institute logos on front cover substituted with names of all participants</li><li>• BSI pyramid diagram inverted and shown as a tree diagram – the board asked TL to add an additional label for future unidentified infrastructure guidelines</li><li>• AM process diagram updated to correspond to the base document</li></ul> The board asked TL to remove the Gantt chart from the PID and publish this separately. The chairman noted that the approved PID was the control document for managing the project. It was important that all members of the board read and understand the PID.	All
2.2	<u>Posting PID on PropertiWiki</u> The board agreed the PID could be posted on PropertiWiki. The board agreed that the control document for managing the project will always be the validated version of the PID, not the wiki version. The wiki version will be an informal consultation document for editing by industry stakeholders with no formal authority. The board asked TL to ensure at all times that any references to the approved PID were clearly signposted and differentiated from the wiki version so there could be no confusion between the two documents.	TL

### 3.0 ENDORSEMENT OF PID

#### 3.1 Use of logos

It was noted that item 3.3 of the minutes of meeting 27 March an item 2.5 of the minutes of meeting 8 May recorded a decision by members of the board to recommend to senior managers that logos of their institutions be displayed on the PID.

The board decided that further to the changes recorded in item 2.1 above of the minutes of this meeting, no further action was necessary in this matter.

Info

#### 3.2 Letter to RICS

It was noted that item 2.5 of the minutes of meeting 8 May records a decision that TL would write to RICS / PB and arrange a meeting between PB / SM / TL.

It was noted that TL wrote to RICS / PB on 8 May but there had been no reply. .

Info

### 4.0 PROPERTIWIKI – 'SHOP FRONT' DESIGN

#### 4.1 Design

The board noted that following the board's comments in item 3.2 in the minutes of the meeting 8 May that the index page had been redesigned to give more information and make the wiki site more welcoming.

An RSS feed has been added to the index page which KJ confirmed worked as intended.

Info

### 5.0 PROPERTIWIKI – WEB STATISTICS

#### 5.1 Web Statistics Counter

The board noted that a web statistics counter had been added as requested at the last board meeting and that statistics were publicly available.

Info

### 6.0 TOPICS AND USER GROUPS

#### 6.1 Defining the project

Item 3.3 of the minutes of the meeting 8 May recorded that further work was needed to define the standard in terms of topics and allocate people to these topics as specialist user groups.

The board noted that the completion of the draft base document provided a framework for defining these topics and it was now possible to start recruiting people around these topics.

TL agreed to report progress of this activity at the next meeting.

TL

### 7.0 NOMINATIONS TO THE PRODUCTION GROUP

#### 7.1 Production Group

The Board noted that the PID defined the Production Group as being the Drafting Group + Wiki + Review Group.

Info

#### 7.2 Drafting Group

Item 4.1 of the minutes of the meeting 8 May records that TL needed to find a chair for the Drafting Group meetings.

The board noted a chair was still needed and there were currently no persons recruited to the Drafting Group

TL

TL agreed to report progress of these activities at the next meeting

7.3 Review Group

The purpose of the Review Group was to verify the interim and final drafts of the standard.  
Item 7.5 of the minutes of the meeting 27 March records that all members of the project board agreed to provide TL with a list of nominated representatives for the Review Group before 19 April. Item 5.1 of the minutes 8 May record that this deadline was extended to 22 May.

The board noted that the situation had not changed since the last meeting, which was:

- IAM pending
- RIBA pending
- BIFM pending
- RICS pending
- OGC Yvonne Hardy  
Richard Graham

It was agreed that AW / KJ would provide TL with a list of RICS representatives for the Review Panel as soon as possible AW / KJ

TL and KS agreed to discuss the issue of RIBA representatives after the meeting KS / TL

8.0 SPONSORS

8.1 Progress

TL reported that invoices for 1.5 sponsors had been paid since the last meeting  
No further invoices had been issued since the last meeting.

TL reported that there were no immediate cash flow problems and there were sufficient funds for the project to remain cash positive until the end of August. Info

9.0 MARKETING

9.1 Events publicity

TL reported that an event organised by CONSILIAN, Property Asset Management – 'A Quiet Revolution' would take place in the Churchill Room, HM Revenue & Customs on 14 June at 5pm

AW agreed to contact Peter Bill at Estates Gazette about attending / publicising the event Info  
KJ agreed to contact Property Week about attending / publicising the event

10.0 COMMUNICATION CHANNELS

10.1 Notifying members

Item 7.4 of the minutes of the meeting 27 March and item 8.1 of the minutes of the meeting 8 May record that representatives agreed to work with CONSILIAN to raise awareness of the project amongst their members.  
The board noted that there had been no progress on this matter since the last meeting. All

10.2 Message

Item 8.3 of the minutes of the meeting 8 May records that TL agreed to prepare a short description of the project that could be used for this message and to post in on PropertiWiki by the end of the day. All

The board noted that this message was created on 8 May but there had been no response to this message by members of the project board since then.

## 11.0 STRUCTURE OF MEETINGS SCHEDULE

### 11.1 Production Group and Project Board meetings

The board noted that the project had reached a stage where the PID was finalised and a draft base document had been completed so that it would now be appropriate to conduct the different activities of the project board and the production group at different meetings.

The Project Board agreed that future board meetings for the representatives named in the PID would be organised by the board and chaired by KJ and SM. These meetings would be organised and serviced by the board. It was intended that the venue for subsequent meetings would be arranged by each member of the board in turn subject to availability.

The production group meetings would continue each month at The Stamp Office and would be open to anybody who wished to attend.

All

## 12.0 ANY OTHER BUSINESS

### 12.1 Progress

The board noted that the draft base document was delayed by 4 weeks. This delay was caused by expending more effort than planned at this stage on attracting resources for the project (approx 80%) than spent on producing content (approx 20%).

The delay to the start of the production stage would be reduced to 1 week if work started immediately to develop the base document into the first draft for circulation. This delay was not significant at this stage and the projected end date was still feasible.

Info

## 13.0 BASE DOCUMENT

### 13.1 A Framework for Managing Property Assets

The board inspected a draft documents prepared 5 June 2006 - White Paper 1: A Framework for Managing Property Assets, which was tabled at the meeting.

The board noted that the document had not yet been reviewed by the Review Group and was therefore not verified.

It was agreed to change the title of the document to a Green Paper and to use a green coloured front page similar to PID v7

The board will return comments to CONSILIAN within 2 weeks.

CONSILIAN will send the document to members of the Review Group and will place the document on the wiki as quickly as possible.

All

## 14.0 NEXT MEETING

### 14.1 Date to be confirmed

Next meeting: Review progress and project arrangements

Keith Snook offered to find out if the next meeting could be held at the RIBA.

All

Prepared by:

Verified by:

Tim Lloyd  
07.06.2006

Keith Jones  
30.06.2006

Circulation: All present + Bridget Hardy, Noel Grinsted, Simon Carter and Stephen Bennett