

To all members of the Water Science Forum

27 February 2009

Dear Member,

Annual Report to Members for 2008

Please find attached a copy of the Annual Report to Members for 2008, along with the voucher scheme for the forthcoming year.

Under our rules of governance, we are required to communicate with Members at least once a year and we try where possible to send out the Annual Report with other papers to Members in order to save on printing and postage costs. Unfortunately it has not been possible to produce a winter Newsletter this year because of time constraints. You will see in the report that Kevin Prior, who has looked after the Newsletter since its inception, is seeking assistance not only with the Newsletter but also with the Forum's webpage. If you would like to volunteer in either role, then please contact myself or Kevin.

Under the RSC Rules committee members may serve a maximum of two consecutive terms of three years unless there are no nominations or sufficient nominees to fill vacancies. Several members will have completed their second term at the end of this year and we are seeking nominations for new members to join the Committee either during or at the end of the year. We meet four times a year, usually at Burlington House in London, and our main role is to look after Members' interests. We also organise conferences that are relevant to the Forum and provide advice to the RSC on water related policy issues, with much of the work being done by email. A nomination form is attached if you are interested and can spare the time. Please contact me if you want further information or would like to submit a nomination.

Yours sincerely,

Mrs C R Stacey
Honorary Secretary

THE ROYAL SOCIETY OF CHEMISTRY WATER SCIENCE FORUM

COMMITTEE REPORT FOR 2008

1. Committee Officers and Members

Chairman	Mr M Jones
Vice Chairman	Mr R Allan
Hon Treasurer	Mr K Prior
Hon Secretary	Mrs C R Stacey

There have been quite a number of changes in the membership of the Committee during 2008. At the beginning of the year there were nine elected members (Mr C B Buckley; Mr M Furness; Mr C Martin; Mr G Mills; Dr N Smetham; Mr M S Smith; Professor K C Thompson; Mr D Threfall; and Mr T C White) and one co-opted member, Mr Webster. Mr Webster had retired as Hon Treasurer at the end of 2007, but agreed to stay on for a further six months to assist his successor. The Chairman presented him with a Long Service Certificate at his final meeting in June, in recognition of his contribution to the Forum's activities.

There have been three resignations during the year. Dr Smetham resigned in March due to time constraints with work commitments; Mr Threfall resigned in September, also due to time constraints with work and a young family; and Mr Smith decided to stand down at the end of 2008, having completed his second three year term as a Member. This meant that we had a number of vacancies to fill and Dr R Wellings was voted on to the Committee in September, with Prof S Parsons, Dr J Gray and Dr J Machell being voted on at the end of December. These changes mean that we now have Members from BSI and academia, thereby broadening the interest base of the Committee.

There have also been changes in our corresponding members. The Forum continues to maintain its links into Europe with Dr P Quevauviller, who works for the European Commission in Brussels, and Dr U Borchers, who is with the IWW Water Research Centre in Mülheim. Mr W Johnson, who is the RSC representative in the United Arab Emirates and an expert in desalination, became a corresponding member in June, and Miss R Henderson, who was previously our co-opted student member before moving to Australia, became a corresponding member in December.

Finally in March the Committee decided to invite Mr P Bolas to return to the Committee in an honorary capacity. It was felt that his extensive knowledge of the Forum and its constitution provided a vital link for the Committee as a whole and Paul was duly welcomed back at the June meeting.

Throughout the year our committee meetings have been attended by Dr E Milsom, Environment and Energy Policy Manager, who also manages the Environment, Sustainability and Energy Forum, our parent Forum within the Royal Society of Chemistry.

2. Report from the Chairman

The Water Science Forum continues to be one of the largest and most active Interest Groups within the RSC. We are actively trying to manage the membership of the committee to reflect and fully represent the interests of you, our members. The current year has been a good one for recruiting new members to the Committee and we have several new faces as a result. However, despite this success, we are still short of a student representative. Our previous student member is continuing her research in Australia and is now a corresponding committee member. The Committee meets four times a year in London. So if you are a student member of the RSC, are actively involved in water science, and would like to represent your peers, please contact the Honorary Secretary (claire.stacey@toucansurf.com). Similarly, we are always looking for new Committee members who are prepared to contribute to Forum activities. Please contact the Honorary Secretary if you are interested or want more details. Alternatively complete the nomination form which is attached at the end of this report.

The past year has been yet another busy one for the Forum and the Committee members have been working hard, on your behalf, organising a number of successful meetings on topics which we believe are of interest to you. The responses to meetings this year have suggested that our half day meeting format is still very popular, especially in the current economic climate. My thanks go to all of the Committee members who spend so much of their time in organising such interesting and successful meetings for both members and non-members.

Although we receive and evaluate feedback on each conference, we would still appreciate more involvement from Members in terms of choice of subject, length of conference, and type of venue and, in particular, with assistance in organising events. This would help the Committee greatly in the planning of future meetings, as we are keen to ensure that we are providing events that meet your requirements. If you have any suggestions or would like to help, please contact the Honorary Secretary.

The Committee has also continued to work with the RSC on issues related to the sustainability of water, with several Committee Members having a major input. We also continue to promote the Chartered Chemist status and the need for Continuous Professional Development. It is important that the professional status of chemists, and especially water scientists with chemical expertise, is widely recognised by governments, regulators and employers. To help with this aim, Prof Thompson has been involved in developing a part time foundation degree course in analytical sciences at the Open University. The course is flexible and can cater for both chemists and microbiologists, who wish to study whilst working. It has already attracted the attention of several

water company laboratories and goes a long way towards meeting the DWI requirements for a competent analyst.

We continue to produce the WSF Newsletter and maintain the WSF Webpage on the RSC's website. We see both activities as an important way of keeping in touch with members and also encouraging new members to join the Forum. Please take the time to have a look at our webpage and let us know if you have any thoughts about how we can improve it.

Your Committee faces several challenges in 2009. We need to continue matching our membership with your interests; review our conference programme in the light of changing demands; and formulate a sound business plan that will see the Forum through the current economic downturn and beyond. We have already started. I have no doubt that we will rise to the challenges and continue to represent your interests into the years ahead.

Thank you for your continued membership.

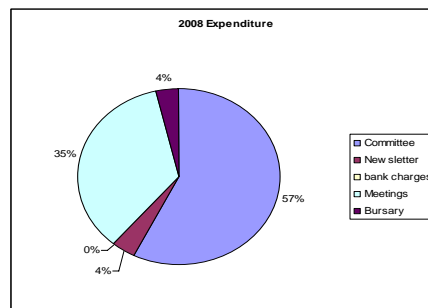
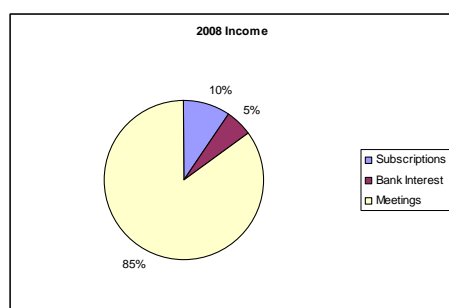
Martyn Jones, FRSC, CChem., Chairman WSF, February 2009

3. Report from the Hon Treasurer

The Forum has continued to maintain a healthy balance in its accounts thanks to the continued support of members through their subscriptions and the surplus from conferences/seminars organised by WSF. A copy of the 2008 accounts, as submitted to the RSC, is attached.

At the time of writing the Forum has in the region of £44,667.14 in funds split between the current account and a high interest account maintained by the RSC. This will allow us to continue to support members interests through meetings and professional initiatives. During the year a review of the Forum's banking arrangements was carried out, which has resulted in a transfer of the current account from Barclays Bank to the Co-operative Bank. This has reduced normal bank charges to zero and has also enabled the use of electronic banking and money transfer services.

The main items of income and expenditure during 2008 are shown in summary form in the pie charts below.



The organisation of conferences continues to be one of the main areas of expenditure, but these events also provide a substantial proportion of the income. The majority of the income comes from the multi-day international conferences co-sponsored with other RSC interest groups and external organisations such as the Society of Chemical Industry Environment and Water Group and the Institute of Water Officers. The majority of the external costs relate to Committee expenditure, which includes travelling expenses for attending Committee meetings; representing the Forum both within the RSC and on external committees such as BSI and CEN; and printing, mailing and other distribution costs. Other expenditure included the cost of producing the Newsletter, the use of vouchers at meetings and Alan Tetlow bursaries (see below). Although Members always try to get the lowest cost options, travel costs have increased significantly over the last couple of years due, in great part, to increases in rail fares. Steps have been taken to optimise postage and stationary costs by shared mailings of newsletters and conference material, plus the use of Royal Mail prepaid envelopes. The assistance of Mr Smith and other volunteers in filling envelopes is much appreciated, as this reduces the need to use external secretariat and mail house services.

Last year we reported on the RSC proposal for an inclusive membership/Interest Group fee. We understand that a decision on implementing the change has yet to be taken but, given the uncertainties of this and other potential impacts on future income, the Committee intends to carry out during the coming year a major review of the Forum's finances and financial strategy. The aim is to produce a viable Business Plan for the next four years and I would appreciate receiving any views from members on this matter.

Finally this is my first year as Honorary Treasurer and I would like to thank my predecessor, John Webster, for the efficient way he carried out the Treasurer's role and for his support during the first few months of my tenure. I would also like to thank our Hon Auditors, Dr White and Mr Morgan, for the ongoing role that they play in auditing the accounts and reporting to the Committee.

Kevin Prior, Hon Treasurer, February 2009

4. The Water Science Forum Newsletter and the Webpage

Normally this Annual Report to Members would go out with the winter edition of the Newsletter. Mr Allan has volunteered his services as Assistant Editor but the Committee is still seeking a volunteer to take over the editorial role. If you are interested and have some time to spare, or would like further details, then please contact Kevin Prior (Kevin.Prior@cookprior.co.uk). We would also welcome more contributions to the Newsletter, so if you have been involved in an interesting project, or would like to share information with fellow members, why not submit a short article.

We are also seeking a volunteer to keep the Webpage up to date. This is another activity that can be done by someone with a home PC and Broadband, plus a few hours to spare. You can visit the Webpage at <http://www.rsc.org/Membership/Networking/InterestGroups/WaterScience/>

and again, we would welcome comments, suggestions for improvements and additions, and any relevant contributed information.

5. The Forum's Voucher Scheme and the Alan Tetlow Memorial Bursary

The Forum's voucher scheme and the bursary have both been running successfully for more than 10 years. The voucher is intended to members with a part payment towards the cost of registering for meetings organised either directly or indirectly by the Forum. Although uptake has been somewhat spasmodic, with only eight vouchers being used during 2008, the Committee intends to continue with the scheme. The voucher for 2009/10 is enclosed with this report. Members need to note that the voucher is only valid between from 1 April 2009 until 31 March 2010 and that a maximum of 12 vouchers will be accepted for any one meeting, on a first come, first served basis.

One bursary was awarded during 2008. This was for £500 and went to a PhD student in Environmental Science at Newcastle University, to assist her in attending the IWA World Water Congress and Exhibition in Vienna. One application was turned down by the Committee because of an apparent lack of chemical science. Two further applications were considered and approved by the Committee at the December meeting. One is to a PhD student at the Environmental Research Institute in Thurso to enable her to present an abstract at the ASLO aquatic science meeting in Nice in January 2009. The other is to a member of the RSC who has recently embarked on a retraining programme at Leeds University for scientists who have taken a career break, and needs financial support for a research project on bioremediation of contaminated groundwater. This is rather different to the usual bursary applications for support to attend a conference and will be phased over two years. One of the conditions of the bursary is that successful applicants have to give a presentation to the Committee on their project and the benefits accrued from the bursary. In March we heard an excellent presentation from Cynthia Bougeard, a PhD student at Cranfield University, who used the bursary to attend and give an oral presentation at the 233rd American Chemical Society National Meeting & Exposition in Chicago in 2007.

6. Inter RSC Liaison and Consultation Papers

The Environment, Sustainability and Energy Forum (ESEF)

Water Science Forum reports to Council via the Environment, Sustainability and Energy Forum, with the Chairman being a member of the ESEF Executive Committee. During 2007 the Forum joined with ESEF in a bid to organise a symposium as part of the 42nd IUPAC Congress, which the RSC is hosting in Glasgow in August 2009. The theme was based on the Sustainable Water Report and the proposal was approved by the IUPAC committee for inclusion in the conference programme. Richard Allan is the Convenor for the symposium and the Forum is well represented on the organising committee. The symposium will consist of four sessions:- an overview of water sustainability and climate change; monitoring water resources and climate change impact; social justice; and innovation and process improvements. Dr

Philippe Quevauviller, one of our corresponding European members, has agreed to be the keynote speaker for the first session, and Dr Ulrich Borchers, our other European corresponding member is giving a paper at the second session.

The Environment, Health and Safety Committee (EHSC)

Mr Smith continues to represent the Forum on the Environment, Health and Safety Committee.

The Industry and Technology Forum

Mr Smith also represents the Forum on the Industry and Technology Forum executive. Mr Furness has also established links with the Process Technology Group.

The Chemistry Biology Forum

Mr Furness continues to represent the Forum on the Chemistry Biology Interface Forum.

During the year the Committee has also established links with the Analytical Division, the Radiochemistry Group, the Atomic Spectroscopy Group and some of the Regional Groups. These links have helped and will continue to help in furthering joint meetings.

Consultation Documents

RSC interest groups are empowered to comment on matters of good science and detailed application in the areas where their expertise lies. The Forum is recognised by the RSC as the leading authority on all water related issues and we actively contribute to consultation papers relating to water topics, as well as other matters that are of relevance to water scientists.

During the year we contributed to very few consultation documents. However we have noted that the RSC is not always a designated consultee on documents that might be relevant to Members of the Forum. If any Members become aware of a consultation document that might be relevant, please contact me, especially if you would like to contribute to the Forum's response. If you would like to contribute in generally on consultation documents, then please contact me with details of your areas of interest.

7. Representation on External Committees

The Forum is represented on a number of external committees, namely:

- CEN Technical Committee on Water Cycle Sludge Characterisation (CEN/TC 308) - Prof. K C Thompson.
- BSI Committee B/504/13 on Domestic Water Treatment - Mr M Furness.

- BSI Committee EH003/02 Physical, Chemical and Biological Methods – Mr Furness for most of the year before resigning due to work commitments
- BSI EH3/6 Sampling – Mr J Adams until his untimely death early in the year.

If any members are interested in representing the Forum on these or other relevant BSI committees, please contact me with details of your areas of interest and expertise.

8. Meetings organised by the Forum

The Forum organised a number of very successful meetings during the year, including a further three day international meeting on Water Contamination Emergencies. This was the third such meeting to be organised by the Forum and proceedings will be published shortly. Successful half day seminars were held on Analytical Methods for the Water Framework Directive and Test Kits, Sensors and Sampling Devices for Water Analysis, held jointly with Eastern region Analytical Division. The Forum also promoted and badged a number of meetings during the year. These are meetings such as the IWA specialist conference organised by Cranfield University on Natural Organic Matter; from Source to Tap, which have no financial liability for the Forum other than any vouchers used.

Unfortunately a number of meetings provisionally planned for 2008 did not go ahead because of time commitments on the part of the organisers. Most will take place during 2009, provided the subject material is still relevant and topical. We are very aware that in the current economic climate, the number of attendees is likely to decrease as companies cut back on conferences, so we need to look closely at the topics being proposed before making any financial commitments.

If you are interested in helping to organise a meeting or event, either locally or on a larger scale, or have any ideas for topics that you would like to see covered in a Forum meeting, then please contact me.

Claire R Stacey
Hon Secretary, Water Science Forum
February 2009

Water Science Forum - Meetings planned for 2009

17-20 March 2009	
Title:	<u>SWIMMING POOL & SPA INTERNATIONAL CONFERENCE</u>
Venue:	Royal College of Physicians, London
24 March 2009	
Title:	<u>ATOMIC SPECTROSCOPY IN THE WATER INDUSTRY</u>
Venue:	Birmingham - Joint meeting with RSC Atomic Spectroscopy Group
25 March 2009	
Title:	<u>THE REVISION OF BS 1427: GUIDE TO ON-SITE TESTMETHODS FOR THE ANALYSIS OF WATERS</u>
Venue:	SCI London
3-7 August 2009	
Title:	<u>SUSTAINABLE WATER</u>
Venue:	42nd RSC IUPAC Congress, Glasgow
1-3 September 2009	
Title:	<u>CCWI 2009</u>
Venue:	Sheffield
2009	
Title:	<u>USE OF APPROPRIATE WATER PIPES IN CONTAMINATED LAND</u>
Venue:	tbc
Early 2009	
Title:	<u>RADIOACTIVITY IN GROUND AND DRINKING WATER</u>
Venue:	To be confirmed - A joint meeting with the Radiochemistry Group.
2009	
Title:	<u>WATER IN BUILDINGS - YOUR MONEY OR YOUR HEALTH</u>
Venue:	To be confirmed

Sheet 2

Meetings Income & Expenditure 2008

	Vouchers	Actual Conference Total	2008			2007			2006/2005
			Contribution	Income	Expenditure	Contribution	Income	Expenditure	Contribution
WFD 3d Conference 2007 (Lille)		£9,304.58	£9,429.85	£0.00	£9,429.85	£1,035.33	£377.46	£657.87	-£783.14
Water Contamination Emergencies 2008		£7,492.16	£8,436.00	£0.00	£8,436.00	£0.00	£742.09	-£742.09	-£201.75
Taste & Odour 2007	8 (redeemed in 2007)	£3,827.31	£385.00	£0.00	£385.00	£4,273.00	£830.69	£3,442.31	£0.00
Analysis for WFD 2008	3	£736.46	£2,725.00	£1,453.63	£1,271.37	£0.00	£534.91	-£534.91	£0.00
Legionella 2006		£0.00	£0.00	£0.00	£0.00	£334.20	£0.00	£334.20	-£334.20
SCA conference		-£275.00	£275.00	£550.00	-£275.00				
Water in Buildings		-£771.00	£0.00	£771.00	-£771.00				
Analysis QC	5	-£99.65	£870.00	£969.65	-£99.65				
AAS In Water Industry 2009		£25.00	£1,000.00	£975.00	£25.00				
IUPAC 2009		£0.00	£0.00	£0.00	£0.00				
Total	8	£20,239.86	£23,120.85	£4,719.28	£18,401.57	£5,642.53	£2,485.15	£3,157.38	-£1,319.09

Sheet 3

Reconciliation

uncleared cheques

<u>No.</u>	<u>Value</u>
500052	66.10
500054	223.00

e-banking

e-banking

mt09000700301	30.35
mt090007000279	30.70
mt09007000293	46.00
mt09007000207	52.00
mt09007000284	93.20
mt09007000260	101.35
mt09007000276	105.00
mt09007000297	311.76
mt09007000262	341.42
mt09016001356	<u>253.70</u>

£1,654.58

Transaction Sheet Balance 43,012.56

£44,667.14

difference 0.00

Voucher and Bursary Scheme

	£
Bursary	500.00
Reimbursement of Vouchers used during 2008	320.00
Total	£820.00

NOTES: see attached

SIGNED:

(Hon. Treasurer)

Date:

IN OUR OPINION, HAVING VIEWED THE RECORDS, BANK STATEMENTS AND RECEIPTS HELD BY THE TREASURER, THESE ACCOUNTS ACCURATELY REFLECT THE FINANCIAL POSITION OF THE WATER SCIENCE FORUM TRUST FOR THE PERIOD 1/1/08 TO 31/12/08

M Morgan (Hon. Auditor)

Date:

K. White (Hon. Auditor)

Date:

Notes to the 2008 Accounts

1. Banking Arrangements

During 2008 WSF transferred its banking arrangements from Barclays to the Coop. This transfer is show in the Movement of Funds report.

2. Conference Income & Expenditure

- a. The figures for conference income and expenditure is taken from the final accounts of the event with the WSF share of surpluses (if any) being recorded as income to the committee.
- b. WSF vouchers although showing as income in the event accounts are in practice a discount to WSF members, so are in effect a transfer of funds. This is only realised as a cash transaction when a co-sponsored event makes a surplus where the pro rata voucher value is passed to the co-sponsors
- c. The income from conferences and seminars benefits from the surpluses from conferences held in previous years being released by the organisers following the payment to them of outstanding monies.
- d. As the large conferences as priced and funded in Euros WSF will be exposed in future to currency movement plus incur forgiven banking charges.
- e. There is some concern as to the level of interest which will be maintained by conference attendees in the current economic climate and this is being kept under review by the committee.

3. Reserves Policy

The committee seeks to maintain sufficient reserves to cover its conference and seminar liabilities plus sufficient free cash to enable the committee to operate normally during the investment phase of the conference development. The investment phase can be 1 -2 years depending on the size and location of the conference. These reserves can amount to 75% of WSF assets. This is consistent with the Charity Commission's guidance on the maintenance of reserves and prudent financial management.

4. Committee Expenses

This item covers all expenditure incurred by the committee not covered elsewhere so: travel, subsistence and the like incurred representing WSF externally and attending committee meetings.

a. Expenses Policy

WSF adopts the RSC policy on payment of reasonable expenses for members fulfilling committee duties and representing WSF with the RSC and externally. This usually means standard class travel and subsistence appropriate to the time of day and distance travelled. Members are encouraged to make use of off peak and discounted travel arrangement where these are available. WSF seeks to organise its own executive committee meetings to allow members to benefit from those arrangements.

b. Postage and Stationary

This item covers all postage and stationary not included in conference and seminar activity. Steps have been taken to optimise costs by sharing mailings of Newsletter and conference material, plus the use of Royal Mail prepaid envelopes. The assistance of Mr Smith and other volunteers in filling envelopes is much appreciated, as this reduces the need to use external secretariat and mail house services.

Kevin Prior Hon Treasurer Water Science Forum

**ROYAL SOCIETY OF CHEMISTRY
WATER SCIENCE FORUM**

Nomination for Committee Member

I

being a member of the Royal Society of Chemistry Water Science Forum,
nominate:

.....

for the vacancy of

Signed.....

Date.....

I

being a member of the Royal Society of Chemistry Water Science Forum,
second the above nomination.

Signed.....

Date

I

being a member of the Royal Society of Chemistry Water Science Forum, agree
to the above nomination.

Signed.....

Date.....

Address.....

Telephone
Number.....

.....

Email Address

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