**IHBC Northern Ireland Branch Business Plan: November 2015 – October 2016**

**Introduction**

The Northern Ireland Branch Business Plan sets out how the aims of the Institute of Institute of Historic Building Conservation, and the needs of the local members, will be met within the region over the period identified. The Plan establishes the key actions, outputs, lead responsibilities and associated financial implications that will guide the activities of the Branch. The key objectives of the Plan are as follows:

* Support Members
* Build Partnerships
* Raise Awareness
* Operate Branch

**Who we are**

The Northern Ireland Branch Committee is responsible for delivering the Business Plan and represents the 40 odd members of the IHBC in the region.

| Objectives | Key Actions | Implemented Through/Targets | Lead Responsibility | Financial Implication |
| --- | --- | --- | --- | --- |
| Support Members | Organise two events per annum, including ‘flagship’ half-day conference on topical subject  Undertake survey of members to establish training needs  Increase membership numbers | Target April/May for half-day conference, with further CPD-type event in Autumn. Ensure wide dissemination of details  Issue information re. survey/questionnaire at AGM  Target new local authorities, NIEA and attendees at Branch events | Branch Ctte  Branch Ctte  Branch Mem Sec & Ctte | £500.00  £0  £100.00 |
| Build Partnerships | Cultivate links and explore strategic partnership opportunities with professional organisations and NGOs in Northern Ireland  Develop similar links with relevant industry bodies, universities and further education institutions  Liaise with relevant organisations in the Republic of Ireland | In particular, target the RTPI, RICS, RSUA, HLF, UAHS, APT and NIEL for joint events, lobbying And strategic alliances  Target the CITBni, FE Colleges and Course Directors at two main universities  Target the Heritage Council, ICOMOS Ireland and the Association of Architectural Conservation Officers | Branch Chair, Rep & Branch Ctte  Branch Chair, Rep & Branch Ctte  Branch Chair, Rep & Branch Ctte | £100.00  £0  £0 |
| Raise Awareness | Respond to relevant consultations  Maintain Twitter, Linkedin and other social media presence  Create Northern Ireland-focused blog with regular features on local conservation issues  Ensure at least one Northern Ireland-themed/based article in *Context* per year  Represent IHBC at other organisations’ events | Monitor consultation announcements and respond online in timely fashion, ensuring liaison with membership and UK consultations coordinator  Encourage regular posting, dissemination of relevant information, and sign-up to IHBC Linkedin group  Write/commission articles on a bi-monthly basis  Contact maintained with editorial committee  Take opportunities to inform others of the work of the IHBC and membership benefits | Branch Ctte  Branch Chair & Sec  Branch Ctte  Branch Chair  Branch Ctte | £0  £0  £100.00  £0  £0 |
| Operate Branch | Organise at least four Branch Committee meetings per annum, ensuring agenda and minutes circulated  Organise AGM in November  Prepare Branch Business Plan  Maintain branch accounts and submit necessary returns  Ensure Branch represented at Council and Council+ meetings  Create additional Branch banner stand for marketing purposes – localised images to NI | Attempt to vary location of meetings, including outside of Belfast  Appoint Officers and National Representative  Ongoing discussion and liaison with Branch and ratification at AGM  Undertake in accordance with standing orders  Branch Rep and/or Chair to attend as appropriate  Design to be generated ‘in-house’ and agreed by Branch Ctte | Branch Chair & Sec  Branch Ctte  Branch Rep, Chair and Ctte  Branch Treas  Branch Rep & Chair  Branch Ctte | £200.00  £300.00  £0  £30.00  £0  £50.00 |