**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 subjectUndertake survey of members to establish training needsIncrease membership numbers | Target April/May for half-day conference, with further CPD-type event in Autumn. Ensure wide dissemination of detailsIssue information re. survey/questionnaire at AGM Target new local authorities, NIEA and attendees at Branch events | Branch CtteBranch CtteBranch Mem Sec & Ctte | £500.00£0£100.00 |
| Build Partnerships | Cultivate links and explore strategic partnership opportunities with professional organisations and NGOs in Northern IrelandDevelop similar links with relevant industry bodies, universities and further education institutionsLiaise 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 alliancesTarget the CITBni, FE Colleges and Course Directors at two main universitiesTarget the Heritage Council, ICOMOS Ireland and the Association of Architectural Conservation Officers | Branch Chair, Rep & Branch CtteBranch Chair, Rep & Branch CtteBranch Chair, Rep & Branch Ctte | £100.00£0£0 |
| Raise Awareness | Respond to relevant consultationsMaintain Twitter, Linkedin and other social media presenceCreate Northern Ireland-focused blog with regular features on local conservation issuesEnsure at least one Northern Ireland-themed/based article in *Context* per yearRepresent IHBC at other organisations’ events | Monitor consultation announcements and respond online in timely fashion, ensuring liaison with membership and UK consultations coordinatorEncourage 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 committeeTake opportunities to inform others of the work of the IHBC and membership benefits | Branch CtteBranch Chair & SecBranch CtteBranch ChairBranch 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 NovemberPrepare Branch Business PlanMaintain branch accounts and submit necessary returnsEnsure Branch represented at Council and Council+ meetingsCreate additional Branch banner stand for marketing purposes – localised images to NI | Attempt to vary location of meetings, including outside of BelfastAppoint Officers and National RepresentativeOngoing discussion and liaison with Branch and ratification at AGMUndertake in accordance with standing ordersBranch Rep and/or Chair to attend as appropriateDesign to be generated ‘in-house’ and agreed by Branch Ctte | Branch Chair & SecBranch CtteBranch Rep, Chair and CtteBranch TreasBranch Rep & ChairBranch Ctte | £200.00£300.00£0£30.00£0£50.00 |