

APMP UK

2016 Annual Report



2016 annual report

Our vision



APMP is the worldwide authority for professionals dedicated to the process of winning business through proposals, bids, tenders and presentations.

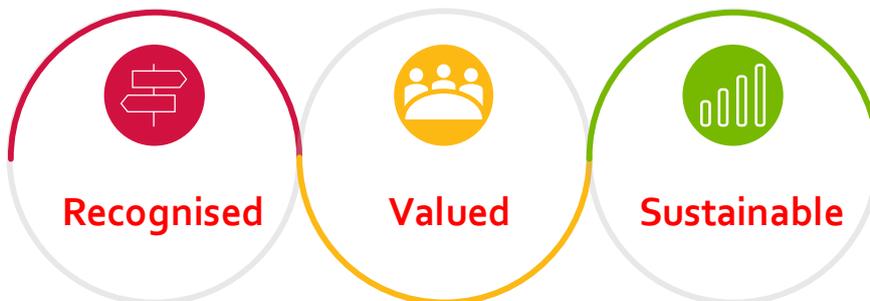
Our mission



Mission: APMP promotes the professional growth of its members by advancing the arts, sciences and technologies of winning business.



APMP strategic aims



- 01** Be the recognised authority in the UK in all areas of bid, proposal and business development
- 02** Improve the value of the APMP UK chapter to the membership
- 03** Build an open and sustainable chapter organisation

1. CEO introduction

Focus on events

Our 2016 annual report outlines the UK Chapter's achievements during the previous year, as well as providing a financial overview to give you an insight into how member funds are reinvested into initiatives that benefit the membership.

This year the UK Chapter embarked on a programme to offer more value to members and provide greater incentives for individuals to join a growing, professional and member-focused Association. The Chapter has continued to push the boundaries of innovation and thought-leadership with member benefits including:

- Two day Annual Conference
- One day Symposium
- 20 Speaker & Networking Events, spread across all regions
- Education and Certification training opportunities, mentoring and support
- Published articles to promote APMP within HR publications
- Annual Chapter Awards programme culminating in a Gala Awards Dinner.

The net benefits of these programmes to the membership is evident through greater participation across all events and increased membership at both individual and corporate levels. We want to continue to deliver what you want.

Planned targets continue, as work in progress, to:

1. Enhance communication to members through the website, bulletins and social media
2. Increase quantity and geographical coverage and quality of face-to-face events
3. Formally publish governance to provide greater transparency, resilience and succession planning

Richard Bannon, APMP UK Chapter CEO 2016

Achievements

As recognition for the achievements of the UK Chapter, we received the Stephen P. Shipley Award for Chapter of the Year 2016.

The award honours chapters that demonstrate excellence in sustenance and development through support of APMP initiatives.

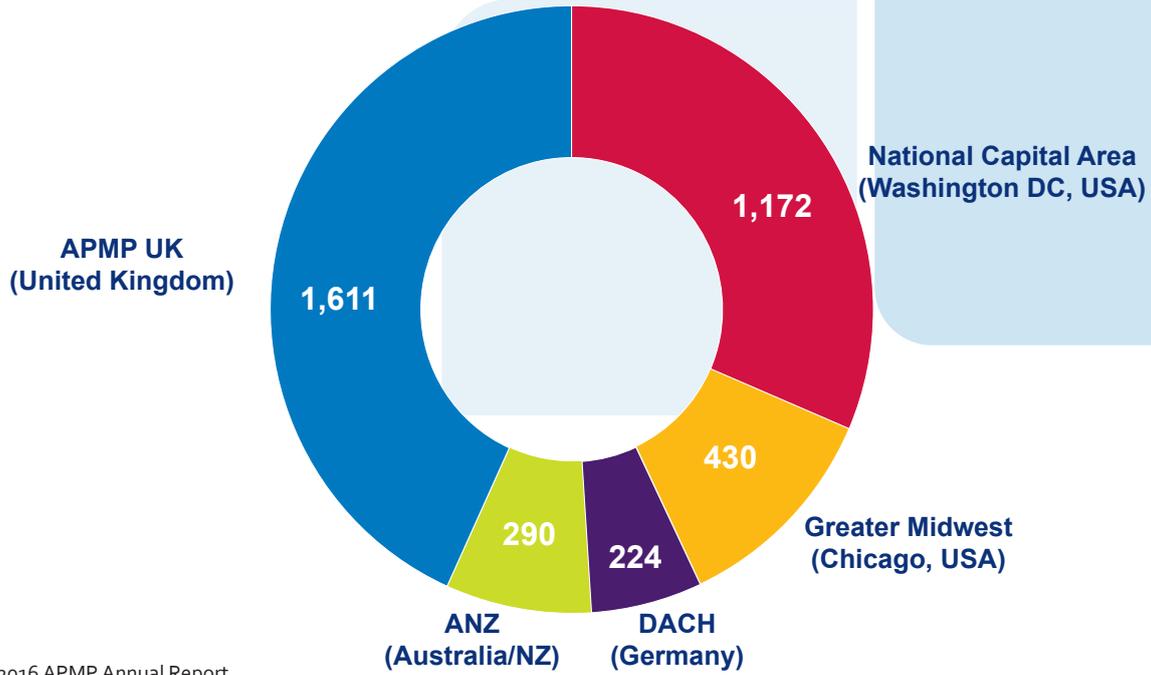


2. The year in review

2.1 Membership

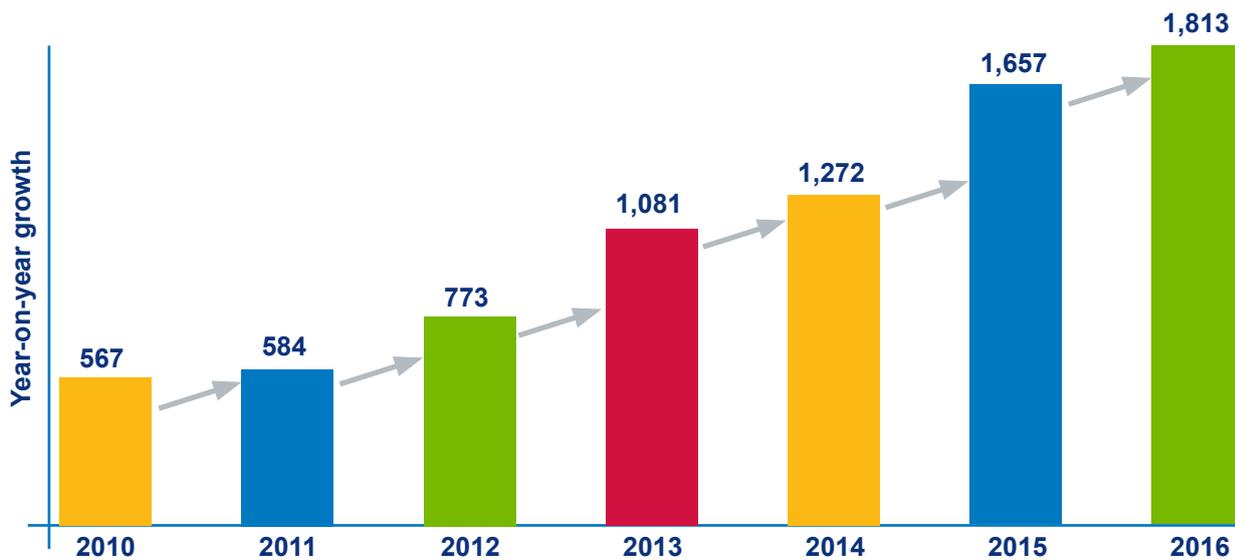
The UK Chapter continues to be the largest globally, and it continued to grow in 2016.

APMP's top five chapters globally



Source: 2016 APMP Annual Report

APMP UK goes from strength to strength



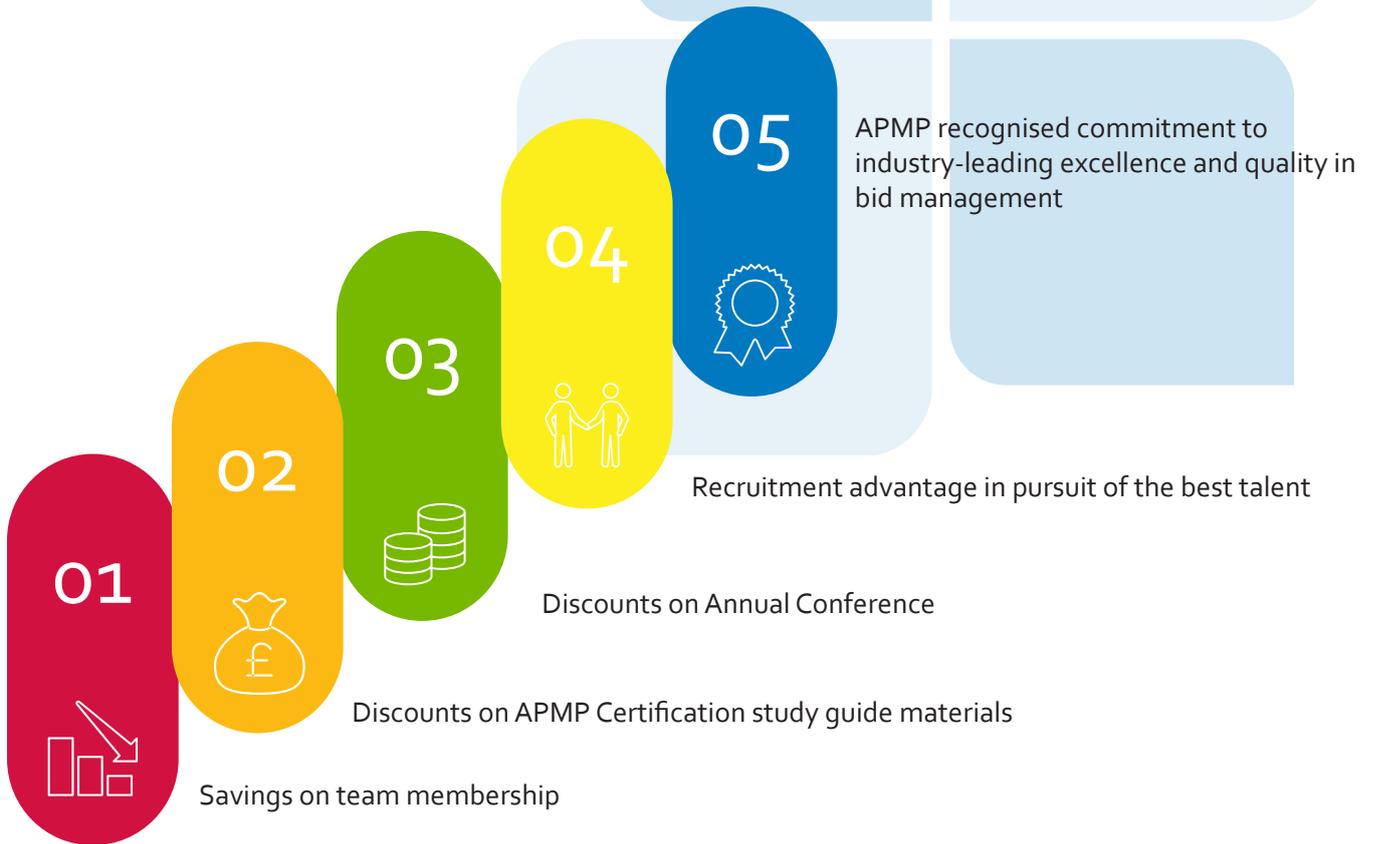
* Membership figures as of Jan 2017

Top five member benefits

-  01 Certification programme offering a global standard for demonstrating your business winning competency
-  02 Library of archived presentations, articles, tools and templates
-  03 The Annual Conference – the 'must-attend' event for any business winning professional
-  04 Regular publications containing the latest thinking on relevant topics
-  05 Local events covering topics of strategic importance to bid and proposal professionals

Corporate member benefits

We have an innovative Corporate Membership scheme and have been successful in both retaining and gaining corporate members.



2.2 Education and Training achievements

As a Chapter we supported members with the Certification Programme through a number of initiatives:



APMP offers the world's first, best and only industry recognised Certification Programme for professionals working in a bid and proposal environment



Demonstrate your knowledge of best practice.

APMP Foundation Level Certification is the entry level for the APMP Certification Programme. All candidates must begin at this level.



Demonstrate hands-on mastery of best practices.

Practitioners demonstrate through a rigorous review of their experience record that they can successfully apply best practices in the workplace.



Demonstrate business and personal achievements through best practice.

Professional Certification can offer you an additional opportunity to have your leadership and communication skills confirmed.

2.3 Approved Training Organisations (ATOs)

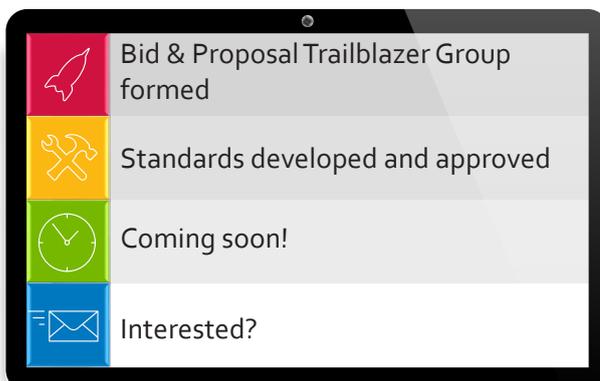
We have three Approved Training Organisations (ATOs) in the UK with a licence to deliver accreditation training.



The approval process involves a thorough scrutiny of all aspects of the training company and requires their participation in a train-the-trainer programme. The approved training organisations and their course trainers are regularly monitored to check the quality and content of the training provided.

2.4 Apprenticeships

APMP UK worked with the Department of Business Innovation and Skills (BIS) to launch the first ever apprenticeship scheme in the world of business winning.



The Trailblazer group represents employers across a range of sectors

Standards have been approved by the Department for Business, Innovation and Skills

Soon to launch the first ever apprenticeship scheme in the world of business winning

Contact us for more information on apprentice@apmpuk.co.uk

The project workstreams covered:

- Manage Bid and Proposal Apprenticeship Trailblazer through final government approval process
- Embed infrastructure to support successful delivery
- Launch programme to educate, promote and encourage employers, Training Providers and Apprentices alike to deliver and take up apprenticeship
- Drive awareness and uptake through continued promotion and advocacy
- Look forward to drive future opportunities e.g. Proposal Manager Apprenticeship

2.4 Events

The UK Chapter is proud of its extensive and comprehensive events programme. During the year we added two landmark events to our annual calendar (Symposium and the House of Commons event), to offer even more value to members and provide greater incentives for individuals to join a growing, professional and member-focussed Association.

Regional Events

In total over 1,250 members and guests attended 20 insightful and informative chapter and conference events covering a range of bid and proposal related topics during 2016. Events were held across the UK - from major cities such as Glasgow, London, and Manchester, to smaller towns and cities such as Exeter, Chippenham and Winchester. Topics covered diverse subjects such as Ghosting, the Social Value Act, and Machiavelli.

'Opening up the Procurement dialogue' – one of the stand out events in 2016, comprising Government and Commercial panellists, was held at the House of Commons in March and attended by over 50 APMP Members.

Symposium (June, York) 'Understanding your Customer'

The first ever UK Chapter Symposium was trialled in York. This provided an alternative premier event, closer to members living in the Northern areas of the UK. Over 140 delegates attended the one-day event that offered:

- Nine speaker presentations/workshops (including the keynote) across two workstreams, 'Capture' and 'Bid-Development' as shown in the timetable
- Excellent networking opportunities
- Exhibitor stands.

Keynote Speaker Geoff Burch, the leading authority on sales, customer, leadership and change, challenged the way we do business and offered real world solutions that could be immediately implemented.

Conference (October, Reading) 'Winning your Audience'

The 14th UK Annual Conference attracted over 300 delegates over two days.

The conference programme provided a professional, business experience through delivery of:

- Exhibitor and delegate brochure (60 page) and Conference App
- Full conference website
- Individual speaker and panel discussions from leading government, industrial and process specialists and for the first time ever, purchasing professionals - across 29 individual sessions, including two keynote and two plenary
- Exhibition hall - showcasing new approaches and technologies.
- Profits gained go towards funding Chapter Programmes and furthering the objectives of the Association.

Keynote speaker

Our Keynote speaker, Sally Nugent, is a broadcaster and journalist with 20 years experience in news and sport.

Since 2012 she has been working as a presenter on BBC Breakfast, during which she has covered the London Olympics, Champions League finals and Wimbledon from the All England Tennis club.

The calibre of the speakers was excellent, with a wide programme of sessions covering all aspects of bidding and proposal development.



2.5 Awards

Our Awards programme attracted over 50 competitive and innovative nominations from a wide variety of candidates. It was a hard choice to narrow this down to the eventual winners from such a strong field. The Awards recognise professional excellence in six categories, and were presented at the Conference black-tie Awards dinner in front of an audience of 200 attendees.

Best Newcomer Award

Winner: Katy Talbot (Telefónica UK Ltd)



hobs
repro

Innovation Award

Winner: Enterprise Global Bid Management Team of Vodafone



RICOH
imagine. change.

People Development Award

Winner: WSP | Parsons Brinckerhoff



The Fiona Flower Knowledge Management Award

Winner: Fiona Higgins (Hymans Robertson LLP)



Writing Award

Winner: Kathryn Morgan (Mitie)



Bid Excellence Award

Winner: Anthony Dyer (Telefónica UK Ltd)



3. Structure and governance

The Board

The 2016 Board are unpaid volunteers working to run the UK Chapter. They are supported by teams of volunteers at events, at conference, with the Apprentice programme, and all aspects of the management of the Chapter. If you would like to volunteer your time in support of the APMP, please contact the Director in the areas of interest (see the APMP UK website for contact forms).

				
Richard Bannon CEO	Amanda Nuttall COO	Nic Adams CEO – APMP Int'l	Ken Erskine Past CEO	Martin Kaye Treasurer

				
Isobel Moritz Conference Director	Jon Darby Marketing and PR	Mark Whelan Special Projects	Alan Howard Certification	Peter Lobl Membership

		
Chris Colquitt Technology	Karen Althen Events	Vicki Jackson Communications

4. Financial review

Member Investment

APMP UK's finances remain in good shape. Our two main sources of income are the membership rebate and conference; our biggest expenditure is, unsurprisingly, conference, which provided a healthy return to investment for the members, allowing us to fund our activities in 2017. Our symposium made a small surplus.

Unpaid volunteers giving their time and energy to manage the Association reduces our expenditure, allowing more of our funds to be used to deliver member benefits.

The P&L below, prepared by our accountants Taxassist, shows the surplus for the year.

Martin Kaye, Treasurer

PROFIT AND LOSS ACCOUNT

FOR THE PERIOD ENDED 31 DECEMBER 2016

	Year ended 31 December 2016 £	Year ended 31 December 2015 £
Turnover	177,394	133,165
Cost of sales	(139,989)	(107,199)
Gross profit	37,405	25,966
Administrative expenses	(37,405)	(25,966)
Loss on ordinary activities before taxation	-	-
Tax on loss on ordinary activities	-	-

5. Profit and Loss for 2016

Profit and loss notes

Note 1 – Description of Organisation

The Association of Proposal Management Professionals (APMP) is a non-profit professional membership association organised in 1989 to serve as the worldwide authority for professionals dedicated to the process of winning business through bids, proposals, tenders and presentations. Their stated mission is to promote the professional growth of its members, which it does through offering education, certification and networking.

APMP UK is the local chapter of APMP in the United Kingdom chartered in 2001, whose mission is to promote the professional growth of its affiliated members through APMP's objectives, mission and programmes. APMP UK provides regular speaker and networking events, education workshops with the largest activity being the annual APMP UK conference.

Note 2 – Membership

Individual and corporate memberships are fully managed by APMP internationally. Membership reported at the chapter level reflects those individuals who actively choose to affiliate with the UK chapter. The chapter receives a quarterly rebate of member fees commensurate with the number of affiliated members.

Note 3 – Governance and Commercial

The APMP UK Chapter is governed by an elected Board of Directors, comprising volunteers. Serving on the Chapter Board of Directors or any of its sub-committees is open to any paid-up member, affiliated to the UK Chapter who volunteers their services. All members of the Board and its subcommittees are required to subscribe to APMP UK's Confidentiality of Information and Conflict of Interest policies.

All commercial activity of the Chapter is undertaken through UKAPMP Limited, a company limited by guarantee and registered in England (Co. reg. number: 05602189).

Note 4 – Value Added Tax

UKAPMP Limited is registered for VAT in the United Kingdom (VAT reg. No. 909 7678 69).