

**C23 – 1st MC Meeting
Cardiff 13-14 October 2005**

Rossano Albatici	WG1	It	Kari Ojala	WG2	FI
Demetri Bouris	WG1,2	GR	Paulo Pinho	WG2	PT
Marc Frere	WG1	Be	Geralt Siebert	WG1	De
Anne Grete Hestnes	WG1,2	No	Chris Tweed	WG1	UK
Phil Jones		UK	Konrad Wildenauer	WG2	At
Christopher Koroneos	WG2	GR	Jorgen Munch-Andersen	WG1	DK
Pekka Lahti	WG1	FI			
Werner Lang	WG1	De	Jan Spousta		COST

1. Welcome

The first Management Committee meeting took place in Cardiff, U.K. (The Welsh School of Architecture, Cardiff University) and was chaired by Prof. Phillip Jones, the Action Chairman, who welcomed all participants.

2. Tour de table

All participants introduced themselves and their institutions.

3. Adoption of Agenda

Agenda was adopted without comments.

4. Approval of Kick-off meeting Minutes

Minutes of the Kick-off meeting (Brussels, 10 May 2005) were approved without comments and amendments.

Members confirmed the nomination of Prof. Phillip Jones and elected him officially as the Action Chairman

5. Outline of C23 Action

P. Jones explained the main objectives and working methods and procedures of the C23 Action:

- WG 1 – New and existing buildings
- WG 2 – Urban infrastructure
- WG 3 – Dissemination

Work methods for WG1 and 2 will be mainly based on case studies incl. costs. It was concluded that tasks of WGs to be précised in their opening sessions (generally: WG1 - architectural issues, WG2 - engineering)
Tasks of originally proposed WG3 (Low Carbon Energy Systems) were redistributed into WG 1 and 2.

WG3 - Dissemination:

- members should disseminate in their own countries
- workshop open to local experts (option – combine MC meetings with locally organised conferences)
- audience - depending on concrete outputs: businesses, local governments, national “associations/chambers of engineers”

6. COST Office News

See slides attached

7. Working Groups membership

Members expressed their interest to participate in WG1 or WG2. MC decided that all its members will become WG3 (Dissemination) members.

8. STSM:

MC appointed Evaluation Group > P.Jones, C.Tweed, P.Pinho
Members are requested to submit their STSM proposals as soon as possible

9. Annual Progress Report

Report will be presented and discussed at the Porto MC meeting

10. Evaluation

TC nominated as Rapporteur Prof. Luis Braganca

11. Request for new members

- MC members should contact their research partners in COST countries not participating so far and invite them to join
- National representatives, particularly to WG2 should be nominated

12. Non-COST participation

MC members should contact their research partners outside Europe and inform them about the Action

13. Website

C23 website was presented: <http://www.cardiff.ac.uk/archi/programmes/costc23>
MC concluded that most documents will be available publicly; password protected internal site could be used for working documents before being approved.
New COST Office website: <http://www.cost.esf.org>

14. WG Progress Report

See attached WG Chairs' reports

15. Long-term planning

19-20 June: Trondheim
October/November: Trento

16. Next meeting

Arrangements of the Porto meeting (12-13 January 2006)

12 January - a.m.	MC WG2 – case studies
p.m.	workshop with local experts joint WG 1+2 session
13 January - a.m.	WG1 – case studies WG3
p.m.	joint WG1+2 session MC conclusions

17. Allocation of WGs tasks

WG1: Identification of possible case studies (each member should present 2 studies in Porto); review/summary of national legislation

WG2: Clarification of WG focus; case studies to be presented and discussed in Porto

18. A.O.B.

P.Jones thanked all members for their active participation and closed the 1st MC meeting.