

European Co-operation
in the Field of Scientific and
Technical Research



COST Urban Civil
Engineering

COST C23/
10 May 2005
J.Spousta

COST C23

Strategies for a Low Carbon Urban Built Environment

Subject: Minutes of the kick-off meeting
held in Brussels on 10 May 2005.

Attendance List:

Nominated Delegates		
R. Albatici (IT)	O. Aschehoug (NO)	M. Elle (DK)
M. Frere (BE)	P. Jones (UK)	P. Lahti (FIN)
W. Lang (DE)	G. Leindecker (AT)	K. Ojala (FIN)
G. Siebert (DE)	M. Sijanec-Zarl (SI)	C. Tweed (UK)
R. Wansdronk (NL)	P. Pinho (PT)	
Apologies		
K. Wildenauer (AT)	A.G. Hestnes (NO)	
<i>COST Office</i>	J. Spousta	I. Silva

COST C23

The kick-off meeting of COST C23 Action took place in Brussels on 10 May 2005 and was chaired initially by Jan Spousta, the Science Officer of COST UCE.

1. Opening

Jan Spousta opened the meeting by welcoming the members to Brussels and to this kick-off meeting.

2. Adoption of Agenda

The meeting agenda was adopted without amendments.

3. Presentation of delegations

The members briefly introduced themselves and their institutions/companies during a tour de table.

Apologies: Konrad Wildenauer (AT), Anne Grete Hestnes (NO)

4. Presentation of COST

Jan Spousta gave a presentation describing the history, scope and rules of the COST Programme.

5. Status of the COST C23 Action

The COST C23 MoU (Memorandum of Understanding) was not signed by any country so far; following countries nominated their national delegates to the Management Committee: AT, BE, DE, DK, FI, IT, NL, NO, PT, SI, UK

Grant / Pay-as-you-Go system

MC decided to adopt the P-A-Y-G system

Reimbursement Rules

Ms. Isabel Silva informed about the administrative & financial procedures.

6. Rules of Procedure

The COST C23 Management Committee Rules of Procedure were approved with following amendments:

- Article 7: The MC shall appoint from among its members representing Signatories, by a simple majority vote, a Chairperson and two Vice-Chairpersons. ~~for one year. The appointment of the Chairperson and Vice-Chairperson shall be renewable.~~
If the Chairperson is unable to attend, his/her place shall be taken by one of the Vice-Chairpersons.
- Article 13: The working language of the MC is mainly English.

7. Elections of the Chair & Vice-Chairperson

Delegates representing the signatory countries elected Prof. Phillip Jones (U.K.) as the acting Action Chair. MC concluded to appoint Mr Chris Tweed (UK), Mr Paulo Pinho (PT) and Mr Phil Jones (UK) as the acting WG Chairs and MC Vice-Chairs until the final elections are held.

Mr. Jones chaired the meeting onwards.

8. Working Plan for COST Action Implementation

8.1 Slide presentation of the Action

Mr. Jones presented the overview of the COST C23 Action “Strategies for a low carbon urban built environment [L-CUBE]”.

His presentation was followed by a discussion *précising the work plan (content of terms, timetable)*. Presentation attached to the Minutes.

Several members reminded previous EU and national projects, which can be used as a basis for C23. MC recommended distributing their results among all members for review and consideration of potential exploitation for C23.

8.2 Participation in Working Groups

MC agreed on 3 horizontal WGs and several vertical Task Force Groups.

Task Force – thematic temporary groups for organisation of workshops/conferences consisting of 2 representatives of each WG plus representatives of the hosting country.

Working Groups will focus on following areas:

WG1 Characterisation of existing urban knowledge > *Theories, Methods, Tools*

WG2 Knowledge Gaps & Needs > *Research Gaps & Needs*

WG3 Innovative Initiatives

Comment: I cannot remember these outcomes. Maybe we can leave this out?

Delegates expressed their interest to participate in Working Groups:

	WG 1	WG 2	WG 3
	<i>New/existing buildings</i>	<i>Urban Infrastructure</i>	<i>Dissemination & Reporting</i>
Chair	Chris Tweed	Paulo Pinho	Phil Jones
Interested countries	NO, IT, DE, SI, AT, NL, UK, DK, PT	NO, BE, SI, FIN, AT, DK, PT	UK, DK, AT, PT

Delegates present at the MC will communicate the names of their proposed Working Group member(s) to the relevant WG chair.

9. Meeting Planning

1st MC is planned on 13-14 October 2005 in Cardiff (U.K.).
WG activities will start at that MC meeting (= also WG members will be eligible for reimbursement).

Next meeting proposed for January 2006 in Porto [12-13.01. – to be checked and confirmed].

10. Miscellaneous

Recently launched Actions (February 2005):

C20 “Urban Knowledge Arena”

C21 “Towntologies”

Other new Actions:

C22 “Urban Flood Management” – kick-off meeting on 23 May 2005

COST Transport:

COST 357 – Motorcycle Helmets (6 July 2005)

COST 356 – Definition of Measurable Environmentally Sustainable Transport (for CSO June 2005)

Web site

Public website

Internal website – password protected

(possibility of specific COST support up to €2000) – MC approved to utilise this support

COST Office links:

COST general website: <http://cost.cordis.lu>

Science Officer: Mr. Jan Spousta jspousta@cost.esf.org

Administrative Officer: Ms. Isabel Silva isilva@cost.esf.org

11. Meeting Closure

Mr. Jones thanked all delegates for their active participation and expressed his hope that COST C23 will be a successful project.