

# COST ACTION C23

## Strategies for a Low Carbon Urban Built Environment

Monday 4th and Tuesday 5<sup>th</sup> December 2006 in Trento, Italy

### Management Committee Meeting and Plenary sessions

**Present:** Chair: Phil Jones (PJJ), Vice Chairs: Paulo Pinho (PP) and Chris Tweed (CT), Host: Rossano Albatici (RA), Scientific Officer: Marcus Zisenis (MZ).

Fernando Brandão Alves (FBA), Demetris Bouris (DB), Torben Dahl (TD), Marc Frère (MF), (WH), Antonio Frattari (AF), Aleksandra Kristic-Furunzic (AKF), Pekka Lahti (PL), Werner Lang (WL), Gerald Leindecker (GL), Petter Naess (PN), Manuel Larraya Ruiz (MLR), Adam Rybka (AR), Geralt Siebert (GS), Astrid Hublitz (AH), René Wansdronk (RW), Konrad Wildeneauer (KW).

**Apologies:** Oyvind Aschehoug, Luis Bragança Lopes, Vincent Buhagiar, Morten Elle, Anne Grete Hestnes, Willi Husler, Jesper Ole Jensen, Christopher Koroneos, Petros Lapithis, , Jorgen Munch Anderson, Kari Ojala, Joanne Patterson, Norbert Plass, Fernando Rodriguez, Veronique Stein, Marjana Sijanec Zavrl, Wolfgang Schölkopf

#### Item

##### **1** *Welcome and adoption of Agenda*

PJJ welcomed the participants to the meeting and thanked RA for hosting the event.

Some modifications to the Agenda were made to accommodate the presentations from AH and a change of time schedule for Mr Salvatori.

It was agreed that the WG1 and WG2 meetings should be plenary in order to share information on progress and discuss future directions.

##### **2** *Approval of previous meeting minutes*

The Trondheim minutes (June 2006) were approved and the note of the London WG3 meeting (September 2006) was accepted.

##### **3** *Programme update*

The programme and future direction of C23 was discussed. The need to start to concentrate on the final deliverables was addressed.

The outcomes are summarised in the minutes of the WG1/WG2 plenary sessions.

##### **4** *Confirmation of membership*

Participants confirmed their membership of the MC and WGs. Participants were also asked to confirm the list of case studies already collected.

A new Italian MC member was welcomed to the Action, Professor Antonio Frattari. He will also join WG2.

**5** *Opportunities for collaboration*

The MC agreed to investigate opportunities for collaboration with C24 and C25. PJJ agreed to liaise with Luis Bragança Lopes (LBL) to explore how C23 could collaborate with the other two actions.

**6** *Report from COST Scientific Secretary*

MZ made a presentation on COST programme. A copy of the presentation will be placed on the website.

**7** *Progress report of WGs*

See minutes of WG1/2 plenary sessions.

**8** *Annual report*

PJJ reported that the annual Monitoring Progress Report for 2006 is to be sent to MZ on 8<sup>th</sup> December. A draft will be sent to the WG chairs for comment before completion.

**9** *Future Meetings*

It was agreed to try and organise a one day steering group meeting in *Paris in January* to prepare for the conference and to consider collaboration with C24 and C25. PJJ to look for dates with LBL. C23 members to attend are PJJ, CT, PP, GL, KW.

It was agreed to hold the next full meeting on *Thursday 1<sup>st</sup> and Friday 2<sup>nd</sup> February 2007 in Athens*. This will include a short MC meeting and WG1, WG2 and WG3 meetings.

The conference and C23 meeting is scheduled for *16<sup>th</sup>, 17<sup>th</sup> and 18<sup>th</sup> April 2006 in Vienna*. The details of the conference are contained in the minutes of WG3 that follow.

The possibility of meeting in September in Lisbon was discussed so that C23 could coincide with the C24 conference and meetings. PJJ will discuss possibilities with LBL and bring proposal to the MC meeting in February.

**10** *Short Term Scientific Missions*

Participants were reminded of the opportunity to send early researchers on visits to partner institutions. Interest was noted from the following participants.

- Researcher from Oporto to visit Norway (PP and PN),
- Researcher from Belgrade (AKF),
- Researcher from Germany to visit Cardiff (AH and PJ),
- Researcher from Belgium to visit Trento (MF and RA).

Formal proposals are invited for consideration at the February MC in Athens.