

**Draft Agenda**  
**Management Committee Meeting**

**COST Action C23**

*Strategies for a Low Carbon Urban Built Environment*

**PORTO, 12<sup>th</sup> & 13<sup>th</sup> January 2006**

**For this meeting in Oporto, all members of working groups 1, 2 & 3 will attend working group 1, 2 & 3 sessions. That is all management committee members and working group members.**

**Management Committee Members -**

Konrad Wildenauer, Gerald Leindecker, Marc Frere, Petros Lapithis, Torben Dahl, Morton Elle, Kari Ojala, Pekka Lahti, Geralt Siebert, Werner Lang, Demetris Bouris, Christopher Koroneos, Rossano Albatici, Rene Wansdronk, Anne Grete Hestnes, Paulo Pinho, Luis Braganca, Sijanec Zavrl, Chris Tweed, Phil Jones, Marjana Sijanec.

**Thursday 12<sup>th</sup> January 2006**

**09.00 – 10.00 Management Committee meeting**

09.00 - 09.10 Phil Jones (MC Chairman)

*Welcome the participants – Introductory remarks*

09.10 – 09.20 Phil Jones

*Adoption of the agenda*

*Approval of the minutes of the meeting: Cardiff 13<sup>th</sup> & 14<sup>th</sup> October 2005*

*Up date of programme for C23*

09.20 – 10.00 COST office/ ESF – UCE Scientific Secretary

*Report of the Scientific Secretariat (including budgetary issues)*

*News from COST office*

*Status of Action*

*Number of Signatories*

*Budget Status, budget allocation process*

*Year Budget status, budget allocation process*

*STSM status, applications*

*Publications, annual report*

*Evaluations*

*Request for new members*

*Non-COST participations*

*Updates of Co-ordinates MC/WGs etc*

**Working Group 2 members -**

Demetri Bouris, Anne Grete Hestnes, Christopher Koroneos, Kari Ojala, Paulo Pinho, Konrad Wildenauer, Brandao Alves.

**10.00 – 12.30 Working Group 2 – Presentation of case studies**

12.30 – 14.00 Lunch

14.00 – 15.30 External Speaker

2 speakers have been invited to present their views in relation to the C23 Action. One local speaker and one from the UK.

**Working Group 1 Members -**

Rossano Albatici, Phil Jones, Demetri Bouris, Marc Frere, Anne Grete Hestnes, Pekka Lahti, Werner Lang, Geralt Siebert, Chris Tweed, Marjana Sijanec, Jorgen Munch-Anderson, Aleksandra Krstic.

**15.30 – 16.30 Working Groups 1 & 2 - Legislation:**

**Working Group 1 – Discussion of Building Control/Regulation issues from partner countries**

**Working Group 2 – Discussion of Planning Guideline issues from partner countries**

16.30 Visit organized by Porto partners

19.30 Dinner

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**Friday 13<sup>th</sup> January 2006**

**09.00 – 12.30 Working Group 1 – Presentation of Case studies**

12.30 – 14.00 Lunch

**Working Group 3 Members -**

Konrad Wildenauer, Gerald Leindecker, Marc Frere, Petros Lapithis, Torben Dahl, Morton Elle, Kari Ojala, Pekka Lahti, Geralt Siebert, Werner Lang, Demetris Bouris, Christopher Koroneos, Rossano Albatici, Rene Wansdronk, Anne Grete Hestnes, Paulo Pinho, Luis Braganca, Sijanec Zavrl, Chris Tweed, Phil Jones, Marjana Sijanec, Jorgen Munch-Anderson, Aleksandra Krstic, Brandao Alves.

**14.00 – 15.00 Working Group 3 – Dissemination**

**15.00 – 16.00 Management Committee meeting continued**

*Web update*

*Progress report of working groups*

*Set up of working groups programme and membership progress*

*Long-term Planning*

*Arrangements for next meeting*

*Summary of allocation of tasks for working groups*

*Any other business*

**Draft Agenda**  
**Cost Action C23 Working Group 1**

**New and Existing Buildings**

**PORTO, 12<sup>th</sup> & 13<sup>th</sup> January 2006**

**Working Group 1 Members -**

Rossano Albatici, Phil Jones, Demetri Bouris, Marc Frere, Anne Grete Hestnes, Pekka Lahti, Werner Lang, Geralt Siebert, Chris Tweed, Marjana Sijanec, Jorgen Munch-Anderson, Aleksandra Krstic.

**Thursday, 12 January—parallel session (15.30 to 16.30)**

1. Welcome
2. Introductions and agree agenda
3. Notes of the meeting on 13 and 14 October 2005 in Cardiff
4. Progress reports on Task 1.1—collation of information on low carbon legislation and incentives in member states

Note: By 16 December, each member state should send the chair of WG1 information about the legislation and incentives using the headings discussed in Cardiff. This information will be reviewed to identify the next steps.

5. Review of case study presentations for plenary session

**Friday, 13 January—plenary session (10.00 to 12.30)**

6. Presentation of case studies

Note: Each representative will be allocated a maximum of 20 minutes to present up to two candidate cases. Please remember: we will be working to a very tight timetable and so it is important that everyone sticks to the 20-minute time slot. Please bring presentations in a form that can be loaded and displayed on another computer.

7. Next steps  
Any other business

**Draft Agenda**  
**Cost Action C23 Working Group 2**

**Infra-structures and Planning Issues**

**PORTO, 12<sup>th</sup> & 13<sup>th</sup> January 2006**

**Working Group 2 members -**

Demetri Bouris, Anne Grete Hestnes, Christopher Koroneos, Kari Ojala, Paulo Pinho, Konrad Wildenauer, Brandao Alves.

**Thursday, 12 January—parallel session (15.30 to 16.30)**

1. Welcome
2. Introductions and agree agenda
3. Notes of the meeting on 13 and 14 October 2005 in Cardiff
4. Progress reports on Task 2.1—collation of information on planning guidance issues and incentives in member states

Note: By 16 December, each member state should send the chair of WG2 information about the legislation and incentives using the headings discussed in Cardiff. This information will be reviewed to identify the next steps.

5. Review of case study presentations for plenary session

**Friday, 13 January—plenary session (10.00 to 12.30)**

6. Presentation of case studies

Note: Each representative will be allocated a maximum of 20 minutes to present up to two candidate cases. Please remember: we will be working to a very tight timetable and so it is important that everyone sticks to the 20-minute time slot. Please bring presentations in a form that can be loaded and displayed on another computer.

7. Next steps  
Any other business

**Draft Agenda  
Cost Action C23 Working Group 3**

**Dissemination**

**PORTO, 12<sup>th</sup> & 13<sup>th</sup> January 2006**

**Working Group 3 Members -**

Konrad Wildenauer, Gerald Leindecker, Marc Frere, Petros Lapithis, Torben Dahl, Morton Elle, Kari Ojala, Pekka Lahti, Geralt Siebert, Werner Lang, Demetris Bouris, Christopher Koroneos, Rossano Albatici, Rene Wansdronk, Anne Grete Hestnes, Paulo Pinho, Luis Braganca, Sijanec Zavrl, Chris Tweed, Phil Jones, Marjana Sijanec, Jorgen Munch-Anderson, Aleksandra Krstic, Brandao Alves.

**Friday ,13th January—parallel session (14.00 to 15.00)**

1. Welcome
2. Introductions and agree agenda
3. Notes of the meeting on 13 and 14 October 2005 in Cardiff
4. Progress on Task 3.1—Draft of dissemination programme