

COST Action C23
Low Carbon Urban Built Environments

MC Meeting and WG Meeting

1 & 2 February 2007

Report From COST OFFICE

1.	<i>General news</i>	1
2.	<i>Status of the Action</i>	3
3.	<i>Year Budget Status and Planning</i>	4
4.	<i>STSM Status & applications</i>	6
5.	<i>Publications & annual report</i>	7
6.	<i>Evaluations</i>	7
7.	<i>Request for new members</i>	8
8.	<i>Non-COST Participation</i>	8
9.	<i>Web News</i>	8
10.	<i>Long-term planning</i>	8
11.	<i>Date and place of the next meeting</i>	8

1. General news

➤ New SO: Thierry GOGER

Tel : +32 (0) 2 533 38 32

Mobile : +32 (0) 4 981 731 64

Fax : +32 (0) 2 533 38 93

Email : tgoger@cost.esf.org

➤ New AO: Carmencita Malimban

Tel : +32 (0) 2 533 38 41

Fax : +32 (0) 2 533 38 93

Email : cmalimban@cost.esf.org

➤ COST Website

The official COST web-site has been transferred to the ESF server and is now accessible under the following address: <http://www.cost.esf.org>.

➤ Strategic Workshops

The MC Members should be informed about the possibilities of the instruments provided by COST Strategic Workshops, ESF (Research Conferences); INTAS; EUREKA as well as NATO Research programme.

Strategic Workshops are an important new element in the positioning of COST. The aim is to bring researchers and decision makers together to discuss forefront topics, principally of an inter-disciplinary nature, which can be used in the future development of the topic and which may form the basis of future proposals, not only to COST, but also to the framework programme and to other European organisations responsible for research networking. A previous strategic workshop has been held on “Environment and Health” and a number of new workshops, including partnership with ESF in its Forward Looks, are in an advanced planning stage. In 2006, Strategic Workshops on “Food and Health” and on Bioenergy have been held. A further one on “Nanosciences and Technologies” is under preparation.

➤ Open Call

The first general COST Open Call was published on 3 April 2006, with a first collection date on 31 May. After a two-stage assessment process (preliminary and full proposals) organised by domain, the nine DC Chairs on 13 October agreed on a cross-domain consensus list of 39 proposals.

At its meeting on 24-25 October the JAF Group agreed to recommend that the Committee of Senior Officials (CSO) approve the 39 Action proposals and that the Actions be launched in two batches: the first 25 early 2007 (as soon as the funding will be available) and the remaining 14 at a later stage in 2007. The CSO has met on 20-21 November 2006 and approved the 39 actions.

In the TUD domain, the External Evaluation Panel (Table 1) rated 6 invited full proposals above the required thresholds (Table 2). The successful proposers were invited to present their proposals orally to the DC Executive Group.

Dr Helena Alegre	PT
Professor Enrique J. Calderón	ES
Professor Guido Martinotti	IT
Mr. David Ludlow	UK
Professor André Plumier	BE
Mr. Andrew Braddock	UK

Table 1: External Evaluation Panel for TUD

Rank	Ref	Acronym	Title	Proposer	
1	0073		Sustainable Water Management (Europe): A Future View	Gerald Jones	UK
2	0269	SUBHER	Improving the Quality of Suburban Building Heritage	Roberto Di Giulio	IT
3	0542		Robustness of Structures	M.H. Faber	CH
4	0544	MoSES	Mobility and Social Exclusion across European States	Kerry Hamilton & al.	UK NL
5	0663		Buses with a High Level of Service	Marc Ellenberg & al.	F
6	0743		Land Management for Urban Dynamics	François Golay	CH

Table 2: The six invited full proposals

Of the six proposals, the *top three ones* were included in the 39 Actions expected to be approved by the CSO :

- Action TU0601: Robustness of Structures
- Action TU0602: Land Management for Urban Dynamics
- Action TU0603: Buses with a high Level of Service-Fundamental Characteristics and Recommendation for decision-making and research

The first Actions should have the first MC meeting and be paid before end May and the second ones beginning of September. They will all apply the CGS after having identified a grant holder during the first MC meetings.

Furthermore, the JAF Group noted the need to monitor the Open Call procedures and to introduce improvements, based on the experience gained during this first exercise. The Group agreed to propose to the CSO to set up a Working Group on Guidelines (WGG) composed of the CSO President (Chair), three CSO members, three DC Chairs (ISCH, ESSEM, ICT), the COST Secretariat and the COST Office. The WGG will meet on 30-31 January 2007.

The Group's task would be to propose amendments to the Open Call and to the Guidelines (Assessment, Monitoring, Final Evaluation, Dissemination) with particular attention to the Assessment procedures of

proposals for new Actions. The proposals will be examined by JAF and JAF-DC Chairs meeting on 13-14 February 2007 and presented for final approval to the meeting of the CSO on 21-22 March 2007.

The preliminary time line is given for information in Appendix 1.

2. Status of the Action

➤ Action details

- MoU: 321/01
- CSO approval: 15/03/2005
- Entry into force: 09/16/2005
- End of the Action 12/10/2009

➤ Objectives

The main objective of this Action is to investigate how carbon reductions can be achieved through appropriate design and management of the urban built environment. This will involve:

- minimising energy use and associated emissions from buildings,
- examining the indirect energy impacts of infrastructure developments.

➤ Signatures

- Already signed: 19 countries

Austria, Belgium, Cyprus, Denmark, Finland, Germany, Greece, Italy, Lithuania, Malta, Netherlands, Norway, Poland, Portugal, Serbia, Slovenia, Spain, Switzerland, United Kingdom.

- Intentions to sign: 2 countries

Serbia and Montenegro.

- Chair: Prof. Philip John Jones
- Rapporteur: Prof. Luis Bragança Lopes
- Working Groups:

- Working group 1: New/Existing Buildings.

This WG will consider carbon reductions in relation to the design and construction of new buildings and the improvement of the existing building stock.

It will focus on the EPBD and how EU states are implementing its requirements through national building regulations and planning. It will especially consider the existing building stock and how carbon reductions can be achieved in both domestic buildings and other building types and the possibility of including building integrated renewables and alternative energy systems. The EPBD does not cover smaller buildings and housing. This is an area where significant carbon reductions can be achieved. Many EU states have large amounts of substandard housing where carbon reductions may be part of general improvement programmes.

- Working 2: Urban Infrastructure

This WG will consider carbon reductions associated with urban infrastructure which includes transport, water/sewage, waste and green/blue structures. Many urban infrastructure projects, which are crosssectoral in nature, may also be more holistic.

The WG will in particular look at how low carbon technologies can be established around urban infrastructure projects and independent renewable and alternative energy systems, for example, energy from waste and energy from biomass.

Green structures can have an important role as sources of renewable energy (e.g. wood biomass) and sites for renewable energy systems (e.g. wind power). There are also links between planning and infrastructure (e.g. transport and land use) which impact on carbon reductions.

- Working group 3: Dissemination and Reporting.

Dissemination and reporting will be continuous throughout the period of the Action. A number of dissemination methods will be used by this Working Group including:

- regular formal and informal dialogue with national and regional governments is essential throughout the duration of the study to ensure the effective transfer of information.
- partnerships with organisations such as local authorities, national regulatory bodies and public infrastructure organisations that can be developed further to ensure appropriate transfer of knowledge.
- meetings and contact with end users will take place on a regular basis in order to maximise interaction.
- outcomes from these meetings will be documented and discussed across the Working Groups to ensure transfer of knowledge.
- conferences to present work to open audience and incorporate input from other networks and organisations.

- Non COST-Institutions: no participation
- Action Website: <http://www.lcube.eu.com>

3. Year Budget Status and Planning

The officeholders as well as all delegations are to be asked to assure that in the light of the limited financial means all future participants of activities organised by COST Action C23 will dedicate adequate attention to the principle of the most economical overall expenditure when asking for reimbursement.

The following table informs about spending and the commitments made in the run of the year 2006.

3.1. Year Budget Status and Planning: 2006

- Budget Status

The total Action Budget in 2006 was 70 000 €. The remaining budget was 7 853.90 €.

- Budget Allocation

The overview of activities and expenditures is presented in Table 3

Action C23

26/01/2007

2006 Budget

Total Action Budget

70000.00

Remaining Action
Committment

7853.90

Meetings

Meeting Type	Date	Place	Avg per person	Total Paid	Planned to be reimb	Requested to be reimb	Paid part	Cost	Status	Total
Joint Management Committee/Working Group	12/01/2006	Porto (PT)	938	19697.91	26	21	21	19697.91	PAID	
Joint Management Committee/Working Group	19/06/2006	Trondheim (NO)	1020	25503.34	27	25	25	25503.34	PAID	
Working Group	14/09/2006	london (GB)	835	3338.71	6	4	4	3338.71	PAID	
Working Group	4/12/2006	trento (IT)	756	12850.24	33	18	17	13606.14	PARTLY PAID	
										62146.1

STSM

Beneficiary	Date	From					To	Cost	Status	Total
										0

Workshops

Title	Date	Place						Cost	Status	Total
										0

General Support
Grants

Title	Date							Cost	Status	Total
										0

Schools

Title	Date	Place						Cost	Status	Total
										0

Action
Total 62146.1

Table 3: Budget activities in 2006

3.2. Year Budget Status and Planning: 2007

➤ Budget Status

The total Action Budget in 2007 is 92 000 €.

➤ Budget Allocation

The budget planning for 2007 is presented in Table 4.

Action C23

26/01/2007

2007 Budget

Total Action
Budget

92000.0
0

Remaining Action
Committment

67720.0
0

Meetings

Meeting Type	Date	Place	Avg per person	Total Paid	Planned to be reimb	Requested to be reimb	Paid part	Cost	Status	Total
Management Committee	1/02/2007	Athens (GR)	800		37			23680	APPROVED	
										23680

STSM

Beneficiary	Date	From					To	Cost	Status	Total
										0

Workshops

Title	Date	Place						Cost	Status	Total
Joint MC + WG Meeting	1/02/2007	Athens (GR)						600.00	APPROVED	
										600.00

General
Support
Grants

Title	Date							Cost	Status	Total
										0

Schools

Title	Date	Place						Cost	Status	Total
										0

Action Total 24280

Table 4: Budget planning for 2007

4. STSM Status & applications

Since April 2005 STSMs have to be financed out of the Action budget. In this context it has to be underlined that applicants should only make binding bookings after having received the official letter of approval.

Researchers applying for STSMs have to use the relevant on-line registration tool (<http://www.cost.esf.org/stsm>).

(detail see http://www.cost.esf.org/fileadmin/cost_documents/guidelines/2-financial_instruments/2.3-STSM.pdf).

The Management Committee should be informed that the revised guidelines offer also the possibility of Group STSMs (two – three experts (each from a different signatory country) visiting one host institute at the same time).

In the year 2006, any STSM has been undertaken.

5. Publications & annual report

Each Action has to submit a Progress Report before the end of a calendar year. A template can be found in the annex of the COST Document 222/03 ‘Guidelines for assessment, monitoring and evaluation of COST Actions’ approved by the CSO on 6-7 February 2003.

Quarterly Report (before the end of the quarter a brief report highlighting the outcomes of the Workshop has to be submitted).

A publication strategy should be elaborated; the emerging responsibilities should be allocated as well as the necessary deadlines should be determined.

The so far prepared draft of a folder as well as of a poster might be presented.

6. Evaluations

COST Document 271/05 contains information on the evaluation process implemented by Committee of Senior Officials (CSO) and adequately adapted by the Technical Committee on Transport and Urban Development.

The main objective of the evaluation is to assist the Management Committee (MC) of the Action to achieve their objectives and to allow the COST Administration to judge the effectiveness of the Action so far. The outcome of that process will also be used to evaluate the necessity of a prolongation of the Action or proposals to initiate follow-up Actions by the MC.

The mid-term evaluation will be held in conjunction with the Joint MC and (WG) meeting taking place in autumn 2007.

The evaluation will take the form of:

- the formation of an evaluation team by the relevant Technical Committee, usually two specialists not involved in the Action assisted by the COST Office
- initial evaluation by the team based on activity reports and annual reports of the Action
- discussions between the team and the co-ordinator
- informal discussions between the team and the MC members and participants
- a simple questionnaire to be completed by participants
- attendance by team at and participation in MC meetings and WG meetings
- discussion of Action by evaluation team
- completion of a checklist by the evaluation team
- short report sent by the evaluation team to COST FFP and to the Action Chairman.

The main points that will be evaluated during a mid-term evaluation are:

- achievement of the objectives stated in the MOU
- value added by the Action
- management of the Action
- dissemination of information by the Action

- level of participation in the Action
- economic impact of the Action.

7. Request for new members

The period within which COST member states can join this Action without any conditions being imposed, has run for twelve months from the date of approval of the Committee of COST Senior Officials and will expired on 14 March 2006. Any request of a COST member state for accession to COST Action E52 which will be submitted after this date will have to be approved by its MC.

Since the last MC meeting the COST Office has not received any COST country a request for accession.

8. Non-COST Participation

Since the last MC meeting the COST Office has not received any request from a Non COST institution.

9. Web News

The COST E52 website is now accessible at http://www.bfafh.de/inst2/cost_e52/index.htm and is hosted by the Bundesforschungsanstalt für Forst –und Holzwirtschaft.

The Management Committee is invited to discuss the necessary updates as well as further improvements.

10. Long-term planning

The establishment of Task Groups focusing at specific issues might be taken into consideration.

After the Work plan for the years 2006/2007/2008 has been discussed the meetings necessary to implement the work plan should be fixed (date (alternative date), venue, local organiser, meeting objectives, reports, questionnaires, country contributions, Steering Committee meetings, etc..)

All activities which have a financial implication have to be approved by the MC (meetings, subventions, trainings courses, publications) and recorded in the minutes.

11. Date and place of the next meeting

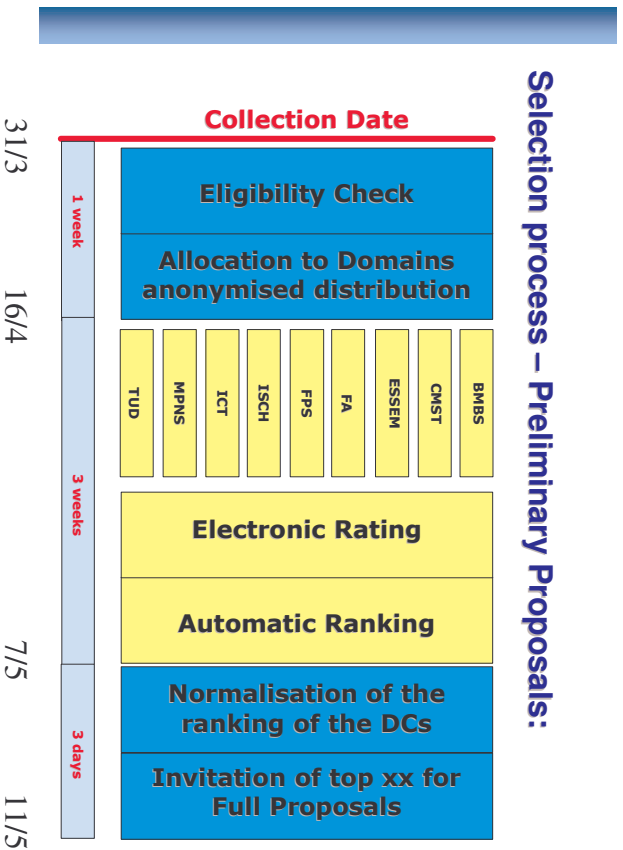
The Management Committee might revise and update the meeting plan elaborated in the course of the first MC meetings, **the meetings planned for the year 2006/2007/2008 should be fixed** (under the assumption that one reimbursement amounts to 800 – 900 Euro).

APPENDICES

Appendix 1: Preliminary time line COST Open Call 2007

10

Selection process – Preliminary Proposals:



Selection process – Full Proposals:

