

## COST ACTION C23

### Strategies for a Low Carbon Urban Built Environment

Monday 3rd and Tuesday 4<sup>th</sup> December 2007, Madrid, Spain

#### Management Committee Meeting and WG sessions

##### Present:

- Chair: Phil Jones (PJ - UK),
- Vice Chairs: Paulo Pinho (PP - PT) and Chris Tweed (CT - UK),
- Host: Fernando Rodriguez (FR - ES)
- Rapporteur: Luis Bragança Lopes (LB - PT),
- Administration officer: Carmencita Malimban (CM),

Fernando Brandão Alves (FA - PT), Oyvind Aschehoug (OA - NO), Raimondas Bliudzius (RB - LT), Demetri Bouris (DB - GR), Vincent Buhagiar (VB - MT), Maria Helena Corvacho (MHC - PT), Torben Dahl (TD - DK), Alexandra Djukic (AD - CS), Nanaki Evanthia (NE - GR), Marc Frère (MF - BE), Jan Górski (JG - PL), Willi Hüsler (WH - CH), Svetlana Klajic (SK - CS), Christopher Koroneos (CK - GR), Aleksandra Kristic-Furunzic (AK - CS), Manuel Larraya (ML - ES), Gerald Leindecker (GL - AT), Joanne Patterson (JP - UK), Juozas Ramanauskas (JR - LT), , Adam Rybka (AR - PL), Geralt Siebert (GS - DE), Marjana Sijanec Zavrl (MS - SI), Veronique Stein (VS - CH), Luca Urbani (LU - CH), George Xydis (GX - GR).

##### Apologies:

Rossano Albatici (RA - IT), Morten Elle (ME - DK), Antonio Frattari (AF - IT), Thierry Goger (TG - Scientific Officer), Tonka Grgic (TG - SI), Anne Grete Hestnes (AGH - NO), Astrid Hublitz (AH - DE), Jesper Ole Jensen (JoJ - DK), Pekka Lahti (PLh - FI), Werner Lang (WL - DE), Petros Lapithis (PLp - CY), Jorgen Munch-Andersen (JMA - DK), Petter Naess (PN - NO), Kari Ojala (KO - FI), Norbert Plass (NP - AT), Wolfgang Schölkopf (WS - DE), Theodore Theodosiou (TT - GR), René Wansdronk (RW - NL) Konrad Wildeneauer (KW - AT).

Item	Action
<b>1 Welcome participants – Introductory remarks and adoption of the agenda</b> PJ welcomed the participants to the meeting and thanked the Spanish hosts. Enrique Calderón welcomed the C23 members on behalf of the Dean of ETS Ingenieros de Caminos.	
<b>2 Approval of the previous meetings minutes</b> The minutes from the Geneva meeting (September 2007) were approved.	

<p><b>3 Update of programme for C23</b></p> <p>The COST Mid Term Assessment report was presented by PJ at the MTA meeting in Brussels in September. The feedback received from the panel was good. A copy of the report is available on the website <i>WG3 – Dissemination and reporting – Reports</i> (<a href="#">FinalMTAreportAugust07.pdf</a>).</p> <p>A WG3 meeting was held in Cardiff to discuss the final output documents and the 2008 conference. This will be discussed later in the meeting. The minutes from this meeting can be found on the website <i>WG3 – Dissemination and reporting – WG3 group meetings</i> (<a href="#">C23WG3MinCardiff1107.pdf</a>).</p> <p>An end of year report is due to be submitted to COST by the end of the year. JP to complete. This will be available on the website in the new year.</p>	JP
<p><b>4 New members to C23</b></p> <p>No new member countries have applied to join C23. New individuals who have joined the action include:</p> <ul style="list-style-type: none"> <li>• George Xydis – Greece – WG2,</li> <li>• Nanaki Evanthia – Greece – WG2,</li> <li>• Svetlana Klajic – Serbia – WG1.</li> </ul> <p>Two new members from Malta may join the meeting in Poland. VB to inform JP of details of these.</p> <p>Jorge Munch-Anderson from Denmark has left the action due to a change in jobs.</p>	
<p><b>5 Update of website</b></p> <p>All documents presented at meetings and other information are included on the website <a href="http://www.lcube.eu.com">www.lcube.eu.com</a>.</p> <p>If anyone has any relevant documents to include on the website or has any queries please email JP at <a href="mailto:patterson@cardiff.ac.uk">patterson@cardiff.ac.uk</a></p> <p>It was requested that the templates should be on the website in excel or word format to allow for data entry. This will be amended where appropriate.</p> <p><b>6 Finance – joining grant system</b></p> <p>A grant application was submitted to COST in June to cover the costs of the Action. A budget of 89,000 Euros has been allocated to the Action to cover expenses and management costs which will cover the period from 1st July 2007 till 31st May 2008. COST is not yet ready to fully implement the COST Grant System. Therefore until further notice the COST Office will continue to allocate the</p>	

funding.	
<p><b>7 Opportunities for collaboration</b></p> <p>C24 and C25 were involved in the Vienna conference and will be invited to the Munich conference in September 2008. There is a new action entitled ‘Improving the Quality of Suburban Building Stocks’ which may be relevant to C23. This should be investigated.</p> <p>All C23 members should identify opportunities for C23 to collaborate.</p>	
<p><b>8 Short Term Scientific Missions</b></p> <p>Mr Budimir Sudimac, Faculty of Architecture - University of Belgrade, Department of Architectural Technologies visited Stefan Behling at the Universitat Stuttgart from October 1<sup>st</sup> to November 15<sup>th</sup> to investigate solar shading devices and daylight. His report is due shortly and will be included on the website <i>WG3 – reports</i> (<a href="#">C23 STSM Report Budimir Sudimac1207.pdf</a>).</p> <p>Participants were reminded of the opportunity to send early researchers on visits to partner institutions. The application procedure can be found on the COST website at: <a href="http://www.cost.esf.org/fileadmin/cost_documents/guidelines/2-financial_instruments/2.3-STSM.pdf">http://www.cost.esf.org/fileadmin/cost_documents/guidelines/2-financial_instruments/2.3-STSM.pdf</a></p> <p style="text-align: center;"><b>ACTION</b></p> <p style="text-align: center;"><b>** All C23 members who would be interested in hosting a STSM should send a brief paragraph of their institution including relevant activities and a website link to <a href="mailto:patterson@cardiff.ac.uk">patterson@cardiff.ac.uk</a> which can be used to attract STSMs from other countries. This information will be put on the website to allow potential STSM participants to identify a suitable venue to visit. Please send this information by 18<sup>th</sup> January 2008**</b></p> <p><b>Example</b></p> <p>Welsh School of Architecture, Cardiff, UK. <a href="http://www.cardiff.ac.uk/archi/index.html">http://www.cardiff.ac.uk/archi/index.html</a></p> <p>The Welsh School of Architectures’ aim is to create a built environment that is efficient in its use of resources, effective in providing good conditions in which to live and work, and pleasing to the senses. Research undertaken at the school focuses on the development and application of principles for sustainability, and sustainable management of the built environment on scales from the individual component, through whole buildings, to communities.</p>	ALL
<p><b>9 Presentation and discussion of final C23 output</b></p> <p>The final output of C23 will be a ‘Euro Carbon Atlas’ and development of information on the website.</p> <p>The Euro Carbon Atlas will contain a <b>maximum of 10</b> pages for each country which may include:</p>	

	Task	Recommended no. of pages <b>per case</b>	
1	National context - to include demographic, geographic, energy use data, common assessment methods.	½	
2	EPBD implementation at a national level	1	
3	Building case studies (x2 cases)	1½ per case	
4	Low carbon planning legislation and regulation at national level (WG2 task)	1	
5	Urban case study	1 ½	
6	City case study	2	
7	National conclusions	1	
<p>Templates for each of these can be found at:  <a href="http://www.lcube.eu.com/management_committee/management_committee_meetings.html">http://www.lcube.eu.com/management_committee/management_committee_meetings.html</a>  <i>under Geneva – additional documents.</i></p> <p>Submitted documents submitted will be included on the website shortly under a new main menu heading ‘Euro Carbon Atlas’.</p> <p>The information to be included in the Euro Carbon Atlas has been incorporated in a matrix. The matrix that displays the proposed components of the Euro Carbon Atlas will be circulated. The boxes shaded:</p> <ul style="list-style-type: none"> <li>• grey - received data in full format,</li> <li>• yellow – proposed before Madrid, awaiting data,</li> <li>• blue - proposed at the meeting at Madrid and need to be confirmed</li> <li>• white - nothing has been proposed.</li> </ul> <p>The current matrix can also be found on the website at <i>Madrid – additional documents - ECAmatrix1207.xls</i>.</p> <p>Please email <a href="mailto:patterson@cardiff.ac.uk">patterson@cardiff.ac.uk</a> if you have any amendments or additions to the matrix.</p> <p style="text-align: center;"><b>ACTION</b></p> <p style="text-align: center;"><b>**All components of the Euro Carbon Atlas should be completed and sent to <a href="mailto:patterson@cardiff.ac.uk">patterson@cardiff.ac.uk</a> by the end of April 2008 at the VERY LATEST.**</b></p> <p>The Euro Carbon Atlas will be produced by the end of 2008 and launched at a major European event in the Spring of 2009.</p>			ALL
<b>10</b>	<b>Report from COST Administrative Officer</b>		
A presentation was made by Carmencita Malimban, C23 Administrative Officer. The presentation			

<p>is available from the website under <i>Madrid - additional documents</i> (<a href="#">C23 Cmalimban Madrid 1207.pdf</a>).</p> <p>A report was produced prior to the meeting by C23 Scientific Officer. A copy of this document is available from the website <i>Madrid – additional documents</i> (<a href="#">C23 SO Report Madrid.pdf</a>).</p>	
<p><b>11 Presentation by Luis Braganca Lopes, C23 Action Rapporteur</b></p> <p>LBL presented information about current and future FP7 calls. Relevant information can be found on the website <a href="http://www.ectp.org/groupes/params/ectp/download_files/Doc3450v1_grp64.doc">http://www.ectp.org/groupes/params/ectp/download_files/Doc3450v1_grp64.doc</a></p> <p>This call was released on 30<sup>th</sup> November 2008.</p>	
<p><b>12 WG Plenary Session notes</b></p> <p><b>WG1 plenary session notes</b></p> <p>1. The meeting discussed the format and content of cases to be included in the final deliverable. In view of the limitations on space in the document it was suggested that each case might include only an abstract/summary, a comparison with and cross-reference to cases in other countries, and a commentary that would consist of a list of issues emerging from the case, the obstacles faced and the lessons learned from the case. Cases reported in the deliverable would refer to web-based descriptions which would present each case in more detail since there is no restriction on length.</p> <p>2. The group agreed that preparation for a FP7 call would a good idea and that this should be organised on a WG basis, but let open so that members of WG2 could join a WG1 proposal and vice versa. The reasoning behind this is that most calls will be sufficiently narrow as to relate to either one WG or the other, but probably not both.</p> <p>As a result of this sub-groups for WG1 and WG2 have been set up to monitor for relevant funding opportunities. These include:</p> <ul style="list-style-type: none"> <li>• WG1: Chris Tweed, Gerald Linedecker and Marc Frere,</li> <li>• WG2: Paulo Pinho and Willi Husler.</li> </ul> <p>Relevant opportunities will be circulated when identified.</p> <p>3. Fernando Rodriguez put forward a suggestion that a group of three or four students from different partners' institutions could come together in Madrid (or elsewhere) for three weeks to analyse and prepare a summary of the case studies. He suggested this might be funded by STSM in part and that the WG chair might visit to help supervise the work. There was broad agreement for this proposal though it would be necessary to work out the details of funding and timing.</p>	<p>CT, GL, MF, PP, WH</p>

<p><b>WG2 plenary session notes</b></p> <p>1. PP has explored the cities data for Madrid and Trento. It was agreed that all data should be collected by the Poland meeting in May. This will allow data analysis for the final part of the action. At the Poland meeting a list of indicators will be developed that provide interesting facts and figures that can be reported that are based on clear, distinct data and illustrate trends. These will be selected on reliability, usefulness and that are available for the majority of countries.</p> <p>2. It is necessary for data source and a description of what data means to be included within the table e.g. is data population based or building based etc. This includes assumptions that are being made. This will allow similar data to be collected in future.</p> <p>3. The urban case studies to be included in the Euro Carbon Atlas were discussed. These are incorporated in the matrix.</p>	
<p><b>13 Munich Conference September 2008</b></p> <p>Presentation was made by GS, conference host can be found on the website – <i>Madrid, additional documents - C23 conference Sept 08 Munich.ppt</i></p> <p><b>Key issues</b></p> <ul style="list-style-type: none"> <li>• Programme of events</li> </ul> <p>The conference will take place on Wednesday 24<sup>th</sup> and Thursday 25<sup>th</sup> September 2008. A C23 meeting will take place on Friday 26<sup>th</sup> September.</p> <p>The conference will include:</p> <ul style="list-style-type: none"> <li>• 2 keynote speaker sessions – to be invited.</li> <li>• 2 C23 presentations – PP and CT representing WG1 and WG2.</li> <li>• Paper presentations - Eleven 30 minute oral paper presentations and written paper.</li> <li>• Seminar session – to include parallel sessions that will be chaired by applicants.</li> <li>• ‘Power’ poster session – to include 3 minute rapid oral presentation of poster and display of poster at conference.</li> </ul> <ul style="list-style-type: none"> <li>• Speakers</li> </ul> <p>PJ to invite Thomas Herzog to be keynote speaker.</p> <p>GS to invite Prof. Hausladen, Munich to be keynote speaker.</p> <ul style="list-style-type: none"> <li>• Venue and accommodation details</li> </ul> <p>The venue for the conference is:    Universität der Bundeswehr München    Casino (Geb./Bld. 61)</p>	<p>PJ GS</p>

<p>Werner-Heisenberg-Weg 39 85577 Neubiberg <a href="http://www.unibw.de">www.unibw.de</a></p> <p>Further details regarding the venue and accommodation will be included within the Conference 2008 section of the website.</p> <ul style="list-style-type: none"> <li>• Publications – paper, poster templates and seminar sessions</li> </ul> <p>Detailed guide for papers and posters to be circulated by JP and put on website.</p> <p>C23 to be exhibited at conference. Presentations of C23 possibly at 11.30 on Day 1.</p> <p>The deadlines for producing documents are:</p> <ul style="list-style-type: none"> <li>• Abstracts to be submitted by February 29<sup>th</sup> 2008 – 500 words maximum</li> <li>• Acceptance of papers, posters and seminars to be notified by March 28<sup>th</sup> 2008</li> <li>• Final papers and posters to be submitted by July 30<sup>th</sup> 2008.</li> </ul> <p>Abstracts should be sent to <a href="mailto:lcube@cardiff.ac.uk">lcube@cardiff.ac.uk</a></p> <ul style="list-style-type: none"> <li>• Publicity</li> </ul> <p>A leaflet will be circulated to all partners before Christmas. This should be circulated to all relevant contacts in order to maximise attendance at the conference. The leaflet is available on the website under the main menu item Conference 2008</p> <ul style="list-style-type: none"> <li>• Conference fee</li> </ul> <p>The conference fee will be 65Euros. This will include:</p> <ul style="list-style-type: none"> <li>• Coffee, lunch and conference dinner on day 1.</li> <li>• Coffee and lunch on day 2.</li> </ul> <ul style="list-style-type: none"> <li>• Funding</li> </ul> <p>An application for conference funding will be made to COST by GS/JP. This will be used to assist with student competition winners travel and expenses.</p>	<p>JP</p> <p>JP</p> <p>JP/GS</p>
<p><b>14 Student Competition</b></p> <p>Each member should identify a student project within their institution on an LCUBE related topic. The project should have a clear task and a deadline. The output from the competition should include a poster that will be ready in time for the Munich conference in September 2008.</p> <p>Each institution should choose the two best projects within their institution. These will be exhibited at the LCUBE conference as a poster. Each country will be able to bring up to two winning students to the conference in Munich with funding provided.</p>	

<p>Countries who agreed to take part in the competition include:  UK, Belgium, Malta, Serbia, Greece, Denmark, Portugal, Austria and Slovenia. WH also agreed to represent Spain/Italy institutions where he teaches.</p> <p>A wiki page has been developed on the <a href="http://www.lcube.eu.com/projects">www.lcube.eu.com/projects</a> website to enable project topics to be discussed. For this page the username is C23 and the password is lcube. Brief instructions can be found on the Wiki page and the help page is comprehensive.</p> <p style="text-align: center;"><b>ACTION</b></p> <p style="text-align: center;"><b>**PROJECT TOPIC SHOULD BE IDENTIFIED BY AND POSTED ON THE WIKI WEBSITE AND/OR EMAILED TO <a href="mailto:PATTERSON@CARDIFF.AC.UK">PATTERSON@CARDIFF.AC.UK</a> BY JANUARY 18<sup>TH</sup> 2008**.</b></p>	ALL
<p><b>15 GHG Emissions in the building and urban transport sectors – overview and proposals for reduction, Luis Irastorza, DUCH.</b></p> <p>Copy of presentation available on website Madrid – additional documents .</p>	
<p><b>16 SDT Energy, Jose Luis Montull, Munichre.</b></p>	
<p><b>17 Future Meetings</b></p> <p>Future meeting venues were provisionally agreed for:</p> <ul style="list-style-type: none"> <li>• Rzeszow, Poland – Thursday 8<sup>th</sup> and Friday 9<sup>th</sup> May 2008. Further details to follow shortly.</li> <li>• Munich, Germany – <ul style="list-style-type: none"> <li>○ <b>Conference</b> - Wednesday 24<sup>th</sup> and Thursday 25<sup>th</sup> September,</li> <li>○ <b>C23 meeting</b> – Friday 26<sup>th</sup> September.</li> </ul> </li> <li>• Ljubljana, Slovenia – December 2008</li> <li>• Belgrade, Serbia – Spring 2008</li> </ul>	
<p><b>18 Any other business</b></p> <p>None.</p>	