

**COST ACTION C23**  
**Strategies for a Low Carbon Urban Built Environment**  
**Monday 16<sup>th</sup> April 2007, Vienna, Austria**  
**Management Committee Meeting**

**Present:**

- Chair: Phil Jones (PJ),
- Vice Chairs: Paulo Pinho (PP) and Chris Tweed (CT),
- Host: Gerald Leindecker (GL)
- Scientific Officer: Thierry Goger (TG),

Rossano Albatici (RA), Fernando Brandão Alves (FA), Raimondas Bliudzius (RB), Vincent Buhagiar (VB), Demetri Bouris (DB), Eric Dumont (ED), Marc Frère (MF), Jan Górski (JG), Tonka Grgic (TG), Anne Grete Hestnes (AGH), Karl Hoyer (KH), Willi Hüsler (WH), Aleksandra Kristic-Furunzic (AK), Christopher Koroneos (CK), Pekka Lahti (PLh), Werner Lang (WL), Manuel Larraya (ML), Jorgen Munch-Andersen (JMA), Petter Naess (PN), Evanthia Nanaki (EN), Stephanie Nourriecier (SN), Joanne Patterson (JP), Norbert Plass (NP), Juozas Rmanauskas (JR), Fernando Rodriguez (FR), Adam Rybka (AR), Luca Urbani (LU), Hedzer Van der Kooi (HvK), René Wansdronk (RW), Konrad Wildeneauer (KW), George Xydis (GX).

**Apologies:** Oyvind Aschehoug (OA), Luis Bragança Lopes (LB), Maria Helena Corvacho (MHC), Torben Dahl (TD), Morten Elle (ME), Antonio Frattari (AF), Astrid Hublitz (AH), Jesper Ole Jensen (JoJ), Petros Lapithis (PLp), Carmencita Malimban (CM), Kari Ojala (KO), Wolfgang Schölkopf (WS), Gera It Siebert (GS), Marjana Sijanec Zavrl (MS), Veronique Stein (VS), Theodore Theodosiou (TT).

**ITEMS**

**1 Welcome participants – Introductory remarks and adoption of the agenda**

PJ welcomed the participants to the meeting and thanked the Austrian hosts.

**2 Approval of the previous meetings minutes**

The minutes from the Athens meeting (February 2007) were approved.

**3 Update of programme for C23**

The next COST report is due in August 2007. A mid-term evaluation meeting will take place on 19<sup>th</sup> – 21<sup>st</sup> September where it is necessary for all Chairs to attend.

The papers from the conference will be collected and possibly published in a book or journal (The Journal of the International Society for the Built Environment). This is dependent on the number and quality of publications produced.

The end of project report was discussed briefly at this session. It was agreed that this should be discussed in more detail during the WG sessions – see item 10 for conclusions.

It was agreed that an Editorial board should be established for collation of the final document.

#### **4 New members to C23**

Two Lithuanian representatives were present at the meeting. No new members were proposed.

#### **5 Finance - Joining Grant System**

Cardiff has discussed details of management of the C23 Grant with the Cost Secretariat, and relevant staff at Cardiff and have confirmed that Cardiff University can undertake the role of Grant Holder as agreed by the MC at the meeting in Athens (see item 8 for further details).

No funding will be available during June, July and August which means that no claims can be made for or during this period.

#### **6 Opportunities for collaboration**

Presentations on C24 and C25 will be made at the conference here in Vienna by relevant representatives.

#### **7 Short Term Scientific Missions**

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:

[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)

#### **8 Report from COST Scientific Officer**

Thierry Goger, the COST Scientific Officer, presented a summary of a report available on the website at [www.lcube.eu.com](http://www.lcube.eu.com) under MC meeting minutes (additional documents).

Grant System - The grant holding institution (Cardiff University) will sign a contract and will produce an annual budget plan based on previous years expenses. The new budget plan should run from July 2007 to end of June 2008.

Up to 2,000 Euros are available to cover website development costs as a General Action Support Grant from this year's budget. There is also a possibility that some funding may be available to cover the cost of printing the conference papers. *JP to submit application.*

**9 Future Meetings**

Future meeting venues were provisionally agreed for:

- Geneva, Austria - Monday 10<sup>th</sup> and Tuesday 11<sup>th</sup> September 2007
- Madrid, Spain – Monday 3<sup>rd</sup> and Tuesday 4<sup>th</sup> December 2007
- Rzeszow, Poland – Thursday 24<sup>th</sup> and Friday 25<sup>th</sup> April 2008.
- Slovenia – September 2008.

**10 Any other business**

None.

**Summary of afternoon plenary session**

The proposal for delivery of information from both WGs was for information to be presented in the final output on a country by country basis. This could produce a ‘European Carbon Atlas’ which will provide a picture of low carbon urban built environments across Europe.

Country	Legislation	EPBD	Case studies				Stakeholders' feedback
			National	City	Urban Area	Buildings and systems	
UK	Y	Y		Y	Y	Y	

Templates will be produced for each of the columns by the appropriate WG Chair and distributed for review at the September meeting.

**TASK FOR ALL PARTNERS**

*For the September 2007 meeting in Geneva.*

A one-page document listing and summarising the information that is going to be collected for each country should be prepared. Partners should work together where a country is represented by more than one person.

If these can be sent to JP (patterson@cardiff.ac.uk) by Thursday 6<sup>th</sup> September they can be collated and distributed for discussion at the September meeting.