



Minutes of the 3rd Partners meeting of the NEES Project Friday 4th of May

Attendance: Full Partners: Kevin McCartney. Jose Ospina (CCAIE) Tom Fitzgerald (SKDP) Derek Bond, Stuart Thompson (U of Ulster) Keith Baker (GCU) Thomas Ollofsson, Geza Fisch, Walter Untremeyer (U of Umea) Jing Qu (Artek), Finola Fleming (Clar ICH)
Associate Partners: Tom Wooley (Rachel Bevan Pts.) Colm Cryan (NCE and Teil 1)

Venue: Martinson Tra.

09:00 AM

1. WP2 and 3 – Coordinators GCU and Umea University.

1.1 Best Practice product and service selection criteria and evaluation procedure.

Keith explained the evaluation criteria that had been developed by GCU in discussions with Umea University and CCAIE. This was contained in an excel spread sheet, which corresponded to the full survey on the Web Site. The P&S selection criteria were approved by Partners, subject to changes agreed.

1.2 Role, selection and composition of Expert Panel.

Keith explained that the evaluation procedure would be used a grading mechanism by the Expert Panel to benchmark the different products and services submitted. They would be graded on a 0-10 scoring basis, with 5 being a minimum required score for any heading. This grading sheet was not on the web site, but would be distributed to all partners for consideration. In the meantime it was approved in principle.

Once the Web Site is ready we will open the Survey Questionnaire for entries from producers and service providers. The onus is on each regional partnership to ensure that as many relevant P&S contractors hear about the call and go on-line to enter their details. In particular, projects that are planning Pilot projects should ensure any contractors they have identified enter their details.

The P&S contractors selected as best practise will be drawn from those that enter their details. The Call will open 15st of May and will close on July 15th. Experts will have 1 month (from July 15th to August 15th) to remotely evaluate all the best practise cases received. If there are a large number they will be split up into batches with each Expert evaluating a number. The results of nth remote evaluation will be brought back to a meeting of the Expert panel set for Cork on August 15th. Keith undertook that GCU would produce a Guide for Evaluation for P&S contractors and a Code of Conduct for the Expert Panel, based on the criteria developed.



NOTE: Due to information still missing from the site, it has not been possible to launch the site by May 15th. A new date of May 31st for launching the site and opening the Call for P&S contractors is suggested. This means that the Cork Meeting would have to be delayed until early September to ensure that Experts have at least a month for remote evaluation. I suggest week beginning 3rd of September. This meeting will take place in the morning, in parallel to the Irish partners meeting, and be followed by a joint public event in the afternoon, including presentations by the Experts and the Irish partners, etc.

All Full Partners have the option of proposing an Expert for the Expert panel. The Experts expenses are met by the nominating partner. The composition of the Expert Panel was preliminarily proposed as follows:

1. Chair: Prof. Kevin McCartney CCAE (internal appointment)
2. NCE (Ireland) – Colm Cryan, Tye1 1 (tendered appointment)
3. GCU (Glasgow) – Dave Baker (internal appointment)
4. ARTEK (Greenland) – TBA - Tendering position (possibly Peter Barfoed)
5. U of Ulster (Northern Ireland) – TBA - Tendering position
6. U of Umea (Sweden) – Christer Johansson, Umea Municipality (??)
7. Clar ICH (Ireland) – John Scahill (GMIT)

Partners were asked to note that if they are planning to pay the Experts appointed, tendering regulations might apply if their Expert is not a staff member. In some cases existing consultants previously appointed might be acceptable, but all partners proposing experts were asked to refer back to the 1st level control for guidance on who and how they could appoint.

In relation to travel expenses, it was suggested that these could either be contained in the Fee agreed, or, if the Expert is an Associate partner, the travel expenses may be payable from the Full Partners budget.

The first meeting of the Expert Panel was planned for Cork (CCA) on August 15th. NOTE there is a proposal to delay this meeting until first week in September, subject to agreement by partners.

2. **WP7 – Umea University**

2.1 Web Site and Questionnaire

Geza Fischl showed Partners the (nearly) completed web site and questionnaire. There were a number of places where information was needed. Partners please check that all information required from the Web Site on their organisation has been provided to allow completion by 15.05.12. Jose would write missing sections for the same date.

The Survey Questionnaire was previewed, and agreed.



Jose would circulate a model Press Release to announce the opening of the Call for P&S contractors. Partners should circulate this to their associates and media sources to advertise the launch of the questionnaire.

Geza would produce an E-Newsletter format that would be sent out to partner's data bases. Once the newsletter format was prepared, Geza would issue instruction to Partners on how they could upload e-mail addresses onto it.

Partners should organise local publicity campaigns. Jose would contact CECODHAS (social housing network) and REVES (Associate Partner, social enterprise network) for help in dissemination.

3. Study Visit Martinson Group.

The Directors of the Martinson Group made a PPP presentation to Partners and then a guided tour of the company facilities that produces Glulam beams and Cross Ply floor panels that have excellent construction applications.

The superior characteristics of Glulam beams were explained in a film and in practise. Partners felt this would be an excellent example of construction materials that could be exchanged between regions. Although there is no energy efficiency value per se in using wood as opposed to say concrete, the embedded energy is much lower and this can be demonstrated through a Life Cycle Analysis, demonstrating how it can lead to energy and carbon savings (energy efficiency)

4. Study Visit Umea Architecture School

This was hosted by Walter Untermeyer. The School is very active in training architects in sustainable building and we were shown some examples of this work. We are proposing as part of the NEES Project a "twinning" between Umea University School of Architecture and the Cork Centre for Architectural Education

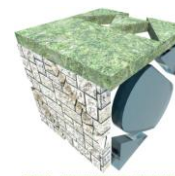
Saturday 5th of May

Present: Full Partners: Kevin McCartney (CCAIE) Tom Fitzgerald (SKDP) Derek Bond, Stuart Thompson (U of Ulster) Keith Baker (GCU) Thomas Ollofsson, Geza Fischl, Walter Untermeyer (U of Umea) Jing Qu (Artek), Finola Fleming (Clar ICH) Associate Partners: Tom Wooley (Rachel Bevan Pts.) Colm Cryan Teil 1) Christopher Johansson (Umea Commun)

5. **WP1 Administrative Issues - CCAIE**

5.1 Reporting Periods:

Jose made a presentation of on Reporting requirements (attached). The Reporting periods are:



Reporting period	Submission date
01.05.2011 – 30.09.2011	01.02.2012
01.10.2011 – 31.03.2012	01.08.2012
01.04.2012 – 30.09.2012	01.02.2013
01.10.2012 – 31.03.2013	01.08.2013
01.04.2013 – 30.09.2013	01.02.2014
01.10.2013 – 28.04.2014	28.10.2014

5.2 1st Reporting Period and Claim

Jose reported on progress on the 1st Claim. 4 Partners are claiming and 4 are not. The claim is only just completed. This is several months past the deadline date. This can be explained to a certain extent by delays in approval of the Project. But we must improve out punctuality for claiming in future. The Claim schedule is:

5.3 Progress on 2nd Report and Claim

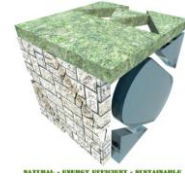
It was now time for the 2nd reporting claim and Partners are asked to finalise their expenditure schedules and submit to their 1st level control ASAP. He explained that the Expenditure form must be submitted to the 1st level control together with the required invoices and receipts. This would be audited by the 1st level control and this could take up to 2 months. The audited accounts were then returned signed to the Partner. The partner would send the accounts to CCAE Finance Department and scan and e-mail to Jose.

We also required an activity report from each partner. This should be completed on the format provided by CCAE and returned electronically. It might also be required by the 1st level control. Once the audited account and the partner activity reports were received, CCAE would compile the Period Claim. Partners were asked to compile and submit Expenditure accounts ASAP in order to avoid further delays in Claims.

5.4 Proposals for Project amendment

Jose explained that the Project was only able to submit one Project Amendment per year. If the amendment represented a budget change of less than € 40 K, it did not need approval. However, if several partners were reporting changes, it was likely that they would add up to more than that figure. For this reason Jose asked that all Partners submit proposed budget amendments at the same time to CCAE so that they could be put together into one amendment request. The following partners indicated their interest in making amendments:

1. Clar ICH – Moving funds between Overheads and Staff
2. Ulster University – Moving funds between Staff and External Assistance
3. ARTEK – Moving funds between Staff and External Assistance



The partners considered application for Associate membership:

1. Thiel 1 (Limerick) – this consultancy company was working with NCE in Cork.
2. Durisol (UK) – this manufacturing company was based outside the region. It did not appear to have an office in the region.

The Partners agreed to grant Associate Partner status to Thiel 1 as they are based in and working in the NPP region, but not to Durisol, as they are not based in or have working base in the region.

6. WP2 Identifying Products, Services, Barriers and Opportunities - GCU

6.1 Results of Survey of Best Practise and conclusion and future activities

Further work of WP2

This had been covered yesterday, but Keith explained that the work on the criteria would be on-going. There could be a further call for best Practises in 2013, and the criteria and evaluation method could be revised on the basis of experience.

7. WP4 Transfer of Best Practise – U of Ulster

7.1 Progress to date and proposals.

Stuart and Tom Wooley gave a PPP presentation on the on-going work in Northern Ireland, both of the Colin Glen Forrest Park, and of the Oaklee Housing Association Limerick (?) Project. Both were very good examples of sustainable building with natural materials, and could lend themselves to useful exchange, both in terms of the technology and the business case.

7.2 Proposed or possible transfer opportunities

There were many transfer opportunities based on the best Practice that could be identified. This would be explored once results started to come in from submitted P&S contractors. These could be also be explored in the Pilot project that partners will be proposing.

7.3 Business planning and feasibility proposals.

There was scope for looking at business plans aspects in specific projects, but the focus of this WP should be on the business plan aspect of the Project that is how the best practise identified could be packaged by the partnership in order to make it marketable.



Jose suggested that the focus of this should be a follow on project that would bring the elements of the project together and package them for marketing, possibly through a CIP-Innovation Bid. Derek suggested that another possibility might be a Horizon 2020 Bid. This WP and the options available to it would be discussed in detail at the next Partners meeting in November in Derry. Partners would elaborate the theme in the meantime, possibly through Skype meetings organised by CCAE.

8. WP5 Demonstration Projects – SKDP

8.1 Progress and proposals to date:

Tom Fitzgerald introduced the WP that was aimed at identifying and co-ordinating the different demonstration projects that full and associate partners would develop. These were aimed from the NEES point of view, at demonstrating best practices, and should utilise as far as possible those selected.

8.2 Proposed and possible Demonstration Projects.

It was agreed that some Demonstration project might be exiting project, and some might be new projects. The following possible demonstration projects were flagged up:

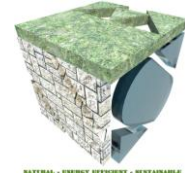
1. U of Ulster – Oakelee Housing Group and Cloon Glen Forest park in Derry (?)
2. SKDP – new community centre, possible sports building
3. Umea, possible new building on top of an existing building (Umea Municipality)
4. ARTEK – retrofit of exiting house.
5. Scotland – retrofit of existing houses
6. NCE – Cork City Council properties
7. CCAE – retrofit of exiting houses in Galway or West Cork

This was more than the number we had agreed to do (5) but they might not all materialise and some were exiting, nit new projects. It was noted that these demonstration projects would have to be primarily funded from other sources.

8.3 Survey of Demonstration projects

SKDP would prepare and send out a Survey of Demonstration projects. This would be made available to the expert panel when assessing P&S contractors, so they could make recommendations on possible applications and exchanges.

9. WP6 Support and Training – ARTEK



9.1 Progress to date on support and training:

Jing presented a PPP (attached), where she put forward a format for a training course in sustainable materials and processes. The Course comprised three main parts:

1. Technical 2-3 days
2. Business – 1 day
3. Social – 1 day

The template for training was praised by Tom Wooley and agreed that we would use this format. However, Jose suggested that the training should be about the whole NEES package and should be tied out to the objectives of the NEES Business Plan as developed under WP4 (above).

In terms of the training and support needs that could be met, it would be possible to explore the in more detail once the initial P&S contractors were selected, possibility through a further training and support questionnaire. Jing also suggested that the support aspect should be combined with dissemination.

This training would be initially delivered at the meeting to be held at ARTEK Greenland Training School in 2014.

10. Final discussion and Conclusions

A final discussion took place around the progress and direction of the project. It was felt that the aim of the project was becoming clearer, in terms of setting up an "industrial network" of product and service contractors, research and training and support agencies, to market NEES products.

This would not attempt to be a comprehensive network, but work with identified best practice collaborators aiming to gradually expand its reach. In particular, it would aim at a follow on European level project to take exchange and marketing further afield

11. Next Partners Meeting

The 4th NEES Partners meeting would be held (provisionally) in County Down, Northern Ireland on Friday 16th and Saturday 17th of November and hosted by University of Ulster. Study Visits would be arranged to existing examples of Best Practice.

2 PM – End of meeting.

A Study Visit to other Sustainable Building Project was held for those staying in Umea.