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## **NEES Partner Meeting Draft Minutes (v1) Cork Centre for Architectural Education Monday 24th and Tuesday 25th June 2013**

### **Present: As per attendance list**

#### **Monday 24th**

**09.00 – 9.30** - European Perspective – Energy Efficiency in Housing and the Near Zero Energy Buildings objective - Sorcha Edwards, Deputy Secretary General CECODHAS.

Sorcha explained she was currently on sabbatical from CECODHAS and carrying out research into the application of the new EU funding Programme Horizon 2020 for UCD. She explained that CECODHAS was the representative body for social housing in Europe and that social housing constituted 12% of all housing units. The European Union does not have a remit to deal with housing, social or private, this is the competence of national Governments. However, energy in buildings is within the remit of the EU and recently, the EU authorised the use of regional funds for the repair of low income housing (up to 4%). However, few countries had made use of this funding (apart from France). Now even this limit had been removed, so there was nothing to stop countries using regional funds for housing. They were also obliged to spend 20% on "low carbon economy". However, many of the solutions being put forward for low carbon buildings were too costly. CECODHAS have themselves led a project on low energy housing ([POWERHOUSE –Near Zero Energy Challenge](#)) and identified best practices in housing association projects, carrying out a detailed monitoring. The conclusions (particularly regarding the application of the passive house standard in social housing in Austria) was that unnecessarily high standards were not cost effective. There was also a concern with issues like overheating in summer in passive houses and maintenance issues regarding increasing technical maintenance requirements. In any case extra technical training was required. NEES should look into the ["Renovation Road Maps"](#) that all EU members are required to produce by 30.04.13, as these would require the definition of "Near Zero Energy Buildings" and a road map of how each country was going to get there.

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In relation to Horizon 2020 she explained that this will now incorporate the energy programme, and will be particular geared towards the SME and social economy sector (including housing associations). The budget was currently under negotiation but is expected to be in the region of 70 billion Euro, 8 % of which will be targeted at energy, and the same amount for SME development. 1% was intended for social projects. The detailed Work Programme is under preparation and should be published by September, so there might still be a chance to influence it. NEES should carefully study Horizon2020 as the most likely vehicle to develop its proposals.

**09.30 – 11.00 – WP1 – Formation of the Partnership, management of the Project, mentoring & evaluation of the project, audit.** (CCAIE to lead)

Jose presented a PPP which detailed progress to date and suggested a number of key actions that partners should carry out. In conclusion, the following priorities were noted:

1. **3<sup>rd</sup> Call for Best Practices** (beginning Mid Sept to end of Dec. 2013 – U of Umea to co-ordinate). Identifying a broader range of products and services from all Partner regions
2. **6<sup>th</sup> Partners Meeting (Greenland)** (Aug. 14<sup>th</sup> to 16<sup>th</sup>) to focus on developing a definite NEES vocational training package
3. **7<sup>th</sup> Partners Meeting Edinburgh** (date to be announced, end of Nov. 2013) – to look at Horizon 2020 possibilities.
4. **Formation of Local Focus Groups** to review progress and specifically the viability and obstacles to deployment of Best Practices (deadline beginning of August for 1<sup>st</sup> reports)
5. **Feasibility of Business Plans of Best Practices** - U of Ulster continuing progress
6. **Pilot Projects** – progress and information of those identified and at least 2 additional Pilot Projects from Sweden
7. **Vocational Training Development** – commissioning of a Training Manual and vocational training modules aiming at Near Zero Energy Building standard based on the NEES criteria, Best Practices and Pilot Projects. Aim to finalise by August
8. **Dissemination Strategy** – Targeted at the key clients, and stakeholders through Social Media and dissemination Events. Regional strategies drafted by August



9. **Public Events** - to showcase Best Practices in every area, like this Energy Week Seminar, to raise awareness, promote best practices and awareness and mainstreaming of the approach, including a Final Network Conference in Brussels. (to be held at European Swedish delegation – date in early April to be confirmed by Umea)

10. **Follow-On Projects** – to continue development of the NEES model. (look at Horizon 2020)

11:00-11.15 – Break

**11:15 – 12:45** – WP 2 - Mapping resources (including models for behavioural influences & design approaches), and demand for natural energy efficiency and sustainability (NEES) in the partner regions (GCU to lead)

Keith presented a PPP of the progress that GCU had been making on WP2 to date. In conclusion, the following points were made:

1. GCU have drawn up a proposal of networking and promotional events in Scotland. This was presented and will be circulated with Minutes. Partners who want to participate in any event, please let GCU know ASAP. Total allocated staff time is 57% of one person and (in real) terms we are significantly over-budget (see spread sheet for proposed castings)
2. Delays with Experts returning evaluation forms
3. Lack of a Scottish demonstration project due to limited capital budget
4. Capital budget now allocated to carbon footprint and aim to 'reverse engineer' a project with a Best Practice
5. The website and logo are not of sufficient quality to be fit-for-purpose (view of the Steering Group and all 4 Scottish BPs) - Proposal to launch a Scottish website
6. Lack of dissemination material - Producing a brochure for Sept 2013
7. Lack of applications from Greenland for 1<sup>st</sup> and 2<sup>nd</sup> calls and a resulting BP
8. Lack of training events - In talks with a BP about a targeted training event



GCU also circulated a list of proposed technical and dissemination events in Scotland (attached) that Partners are invited to support, but please contact Keith ASAP to let him know what events you are interested in attending or if you want to modify the proposed activities in some way.

12.45- 13.30 - Lunch

**13.30 – 15.00- WP3 – Benchmarking Best Practices** (U of Umea to lead)

Thomas presented a PPP which summarised the work carried out so far including the 14 best Practices identified. In conclusion, a number of suggestions were made:

1. To collect additional Best Practice from all regions a 3rd call from Best Practices (Each partner responsible for chasing up BPs and advising on the format for submission)
2. A new expert meeting is needed (it was suggested this could be an on-line call convened by U of Ulster) – this will be early in January 2014
3. Improve the best practice presentation on the web (Geza will do this after September)
4. Comparable posters for all Best Practice (Umea is working on this, it is proving difficult to get even basic information from the BP's, so regional contacts must help)
5. Improved summary reports based on the expert reports (many reports are not comprehensive and some have not been submitted)
6. Each partner is responsible to identify the Pilot Projects and collecting the information (we are asking for 1 case study for each BP to be collected by regional Partners)
7. Best practice against local indicators and opinion discussed by a disseminated through focus groups
8. Improved format for reporting on the web (appropriate format after the project or event is finished)
9. Pilot projects must be uploaded on the web portal
10. Each Partner to be responsible for the presentation of the regional Pilot Projects on the final seminar

15.00 – 15.15 – Break



## 15.15 – 17.45 – WP 4 Transferability (U of Ulster to lead)

Stuart presented a PPP that outlined progress in WP4 and concluded with a schedule of work that was completed and ongoing. The ongoing work was as follows:

### Task 4.2 – Review by Local Focus Groups of best practices identified in all regions and preparation of presentations and consultation material to disseminate locally in order to establish local demand and feasibility

Deliverables:	Partners Responsible:	Due Date:	Status:
4.2.1 Establish Local Focus Groups	UU, Clar ICH, GCU, ARTEK, Umea,	Tuesday 30 <sup>th</sup> April 2013	Delayed
4.2.2 Local Focus Groups to review best practices	UU, Clar ICH, GCU, ARTEK, Umea,	Friday 31 <sup>st</sup> May 2013	Delayed
4.2.3 Develop presentations and consultation materials for dissemination purposes – adapt for the partner regions	UU, Clar ICH, GCU, ARTEK, Umea,	Wednesday 31 <sup>st</sup> July 2013	On-going
4.2.4 Local focus groups will provide quality assurance checks of T4.2.3 outputs	UU, Clar ICH, GCU, ARTEK, Umea,	Wednesday 31 <sup>st</sup> July 2013	On-going

### Task 4.3 – Consultation with stakeholders in each region, to establish appropriateness of selections and other economic, social and environmental implications



<b>Deliverables:</b>	<b>Partners Responsible:</b>	<b>Due Date:</b>	<b>Status:</b>
<b>4.3.1</b> Identify local stakeholders for consultation regarding best practice selections	UU, Clar ICH, GCU, ARTEK, Umea	August 30 <sup>th</sup> June 2013	Ongoing
<b>4.3.2</b> Consult with stakeholders in each region regarding transferability of best practice examples	U of Ulster/ Clar ICH, GCU, ARTEK, Umea	August 30 <sup>th</sup> July 2013	Ongoing
<b>4.3.3</b> Produce a draft report outlining the business feasibility of selected best practice transfers	U of Ulster	August 2013	Ongoing

#### **Task 4.4 - Study visits to projects where products and services are demonstrated to establish feasibility for other regions**

<b>Deliverables:</b>	<b>Partners Responsible:</b>	<b>Due Date:</b>	<b>Status:</b>
<b>4.4.1</b> Visit best practice examples which have been selected and assess them using the completed Questionnaire from T4.1	U of Ulster/ All Partners	August 2013	On-going
<b>4.4.2</b> Provide draft report on findings from initial work	U of Ulster	September 2013	On-going
<b>4.4.3</b> Identify other working examples which fit best practice criteria Conduct study visits Analyse using Questionnaire developed in T4.1	U of Ulster/All Partners	November 2013	On-going



<b>Task 4.5 – Consultation with stakeholders in each region, to establish appropriateness of selections and other economic, social and environmental implications</b>	<b>Partners Responsible:</b>	<b>Due Date:</b>	<b>Status:</b>
<b>4.5.1</b> Document and disseminate findings from WP5 through; summary reports, photographs, videos online decision making support tool- cost, suitability, usability	All Partners	March 2014	On-going
<b>4.5.2</b> Host conference/exhibition to disseminate outputs	U of Ulster	January-April 2014	On-going

It was agreed that the method of consultation with Stakeholders would depend very much on local conditions, and would not necessarily take the shape of a meeting of individuals, but could be conducted on the phone or e-mail.

The following possible follow on options were discussed:

- a. NEES House Preparatory Progress - this has now been turned down by the NPP. Jose to write asking for clarification of evaluation results.
- b. URBAN EUROPE – This was a national joint bid currently open to Sweden and UK, and Derek would investigate a possible Bid
- c. Horizon2020 – Jose showed a PPP regarding the programme, especially as it will support SME's. We do not yet know all the possible ramifications of this programme, so would discuss it further at the November meeting when more would be known.
- d. Other possibilities – we would continue looking for suitable EU and national programmes to make ancillary Bids.

### **17.45-19.15 – WP 5 – Pilot Projects (SKDP to lead)**



Tom presented a PPP of progress on this area: There have been a number of Pilot Projects reported to date:

- an arctic house retrofit in Greenland (ARTEK) – we need details of the property and we need contractors to apply as Best Practices
- a retrofit of a log cabin in West Cork (CCAIE) – Jose to provide details. It incorporates 2 Best Practices and 3 other rejected BP's
- Claremorris Community Centre (Clar ICH) – Alma to provide details – this includes cellulose BP as well as other RES and EE aspects
- Clar/Mud and Wood Pizza Oven Project (Car ICH) – Alma to provide details – small construction of Pizza Oven from Mud, possibility of replication-
- Cloyne retrofit of Sheehan Cottage (CCAIE) – Orla has provided details. This includes renovation of existing house with conventional (SEAI) and innovative materials and building of extension, incorporating 3 Best Practices and timber frame.
- Aran Island retrofit of cottage (NCE and 1st Class Insulation) – John O'Leary is intending to carry this out, but we have no further details at present.
- Thoas explained that Umea University would develop 2 further Pilot Projects (to be identified)

In conclusion:

1. Templates for the Pilot Projects need to be completed for all demonstration projects.
2. Partners need to propose what monitoring, and evaluation will be carried out on their projects
3. Some projects are providing training and it is important to document this.
4. Dissemination of these Pilot Projects (and of Case studies submitted by BP) need to be highlighted by web site profiles)

19.15 End of Day One

## Day 2

**9.00 – 10:30** - WP 6 - Support and Training (ARTEK to lead)





Jing presented a PPP explaining the work that ARTEK has carried out on the Vocational Training Module to date. She explained that ARTEK has carried out consultation with partners on what should be the format and contents of the Vocational Training. The following was concluded from this survey that the proposed Module should:

1. be accredited in some way (FETAC equivalent or CPD)
2. include some background information (what is climate change, etc.,)
3. include other aspects of products and services that are not NEES best practices
4. be between 2 and 4 days length
5. implications to planning and building regulations should be included
6. cost and subsidies available should be included (but this will be regional)
7. payback time and relation to EU policies
8. evidence of the viability of the approach (case studies)
9. should have a professional level and a basic level

Jing has proposed that there be 3 modules, Technical, Social and Business, covering all Best Practices, and that they are developed and delivered separately.

Jose proposed that instead of the thematic approach (which would split the coherence of the NEES approach) we should adopt a more logical, design based approach, that dealt with the house (building) and its different aspects, and not only deal with best practices but natural, recycled, low carbon options with the BP's as examples of

- 
- the whole house design approach
- the separate components of the whole house
- 

He proposed that the modules be developed in a logical manner, starting from the whole house, as follows:



1. Ecological House Design (Low Carbon Design ?) – based on best Practices – bioclimatic, low-carbon
2. House Structure – probably based on timber
3. House Envelope 1 – Roof, Floors – incorporating green roofs , etc.
4. House Envelope 2 – Walls, Windows – incorporating cellulose, etc.
5. Installation – including water treatment - incarnating reed beds

The 5 modules/components would highlight but not be limited to NEES Best Practices

After some discussion, it was agreed that professional would not need the level of details that a 5 module course would contain, and therefore we should think in terms of:

- 1 x day professional course dealing in an brief but in-depth manner will all the above
- 5 x day interested beginner course which would devote @ 1 day top each of the 5 modules

As time was pressing, it was agreed that the production of these modules would be put to contract. SKDP has agreed to join with ARTEK in the commissioning of these Modules. It was further agreed that CCAE would be responsible for drafting and putting out open tenders for production of these Modules through E-tenders, as soon as possible.

The contracts would be undertaken as follows:

1. Vocational training Modeuls (both 1 day professional and 5 day beginner)  
Training materials (notes and PPP presentation)  
Commissioning Body ARTEK – drafting of Tenders CCAE  
Maximum costs – 10 K



2. Training Manual – 20 pages with photos and charts – based on the above  
Commissioning Body SKDP – drafting of Tender SKDP  
Maximum cost – 8 K
3. Implementation of Training (6 days total)  
Commissioning Body ARTEK – drafting of Tender CCAE  
Maximum costs – 7 K

For obvious reason, Tenders 2 and 3 could not be launched until tender 1 was completed, so this would be carried out as a matter of urgency.

The results of the tendering would be considered in Greenland.

10:30 – 10.45 Break

**10.45 – 12.00** - WP7 – Dissemination (U of Umea to lead)

Thomas presented the PPP which showed progress on dissemination to date:

1. Neesonline.org portal (89,000 visits to date). This included sections About NEES, Partner information, Surveys, Best practice, Conferences and meetings, Links – the comments was that these parts need updating and to be more comprehensive and systematic
2. Electronic newsletter – CCAE has been sending this out
3. Facebook (8 Like) – is set up but is not being used, partners please join and share.. Also, post items on it...
4. LinkedIn (5 Members) – as above, currently not being used or shared, Partners need to take action..
5. Printed brochure – this has now been updated and will be distributed at seminar. Jose to circulate PDF template. GCU will produce own brochure.



6. Submitted abstracts for conferences – unfortunately, only one has been selected and Umea was unable to attend..
7. Local, regional dissemination and seminars – have been held in all region apart from Sweden, NI and Greenland. Suggested that ARTEK organize a public event for Municipalities and other bodies when we are in Greenland.

#### Proposals for future actions:

1. Dissemination strategy must be further developed, based on the target groups

This was discussed in relation to the “grid” of potential target groups and ways of reaching them that has been produced by Keith (GCU) (attached). It was agreed that this grid would be discussed with the regional Focus groups and each FC would report (by beginning of August) on what was the priority target groups that would be approached in each area and how they would be approached/reached

2. Public Events to showcase Best Practices in every area

In particular, Greenland in the forthcoming Partners meeting should organize an event, and other Partners that had not done so should consider doing so in the remaining time.

- 3 Local focus groups – these should be used to develop and co-ordinate further dissemination activities
- 4 Developing the Network of Stakeholders – groups should have developed methods of consulting stakeholders for report by end of August - Each partner can do that based on the local conditions
- 5 Improving the web site – we need to concentrate on improving the web site (Gaza) by incorporating the elements that are needed, specifically the Best practices pages and summary evaluations, the case studies, the Pilot projects and to make sure that Partners are press releasing events both before and after. The web site will have to remain in operation for 5 years’ in an appropriate format when the project is finished.



## 6 Final Seminar in April 2014

Thomas made the following proposal for a final seminar:

Place: North Sweden European Office, 26 Avenue Palmerston, B-1000 Brussels

Scope:

- Dissemination of the project results
- Make impact on the use of NEES products
- Finding possibilities for future projects

Participants;

- Partners
- Best Practice and Pilot companies
- NPP representatives
- Sectorial lobby groups (housing associations, energy agencies, social enterprises, construction industry, act.)
- Policymakers (Local Authority and MEP's)
- 

Activates: it must make interest for participation

Program (one day):

Before noon: Project results, All Best Practices and Pilot projects (preferably presented by the companies)

Afternoon: Workshop with issues for the invited companies, e.g. How can NEES- products and service be used in the future challenge to renovate the building stock

This was agreed. Thomas would book the building and confirm dates so that necessary arrangements and notices could be sent out.



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**12.0 – 12.30 – A.O.B.**

1. 6th Partner's meeting Greenland – arrangements – all partners need to register with ARTEK asap
2. Do we need a 7th Partners meeting – A meeting was agreed in Edinburgh (GCU) in November (date to be announced)
3. Arrangements for Final Conference – Thomas would lead as above
4. Third call for best Practices – would be co-ordinated by Geza (Umea) in early September and finish by end of December. The Expert Evaluation would begin after that with the meeting being in February, possible by on-line meeting convened by U of Ulster.

The meeting closed at 12.30 AM

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