



**Natural Energy Efficiency and Sustainability
Minutes Partners Meeting (v2)
August 14th to 16th 2013**

Venue

Hotel Sisimut
Aqquusinerrssuaq 86
3911 Sisimut

Wednesday Aug. 14th

Attendance as per attendance lists.

11. 30 Flight arrival

12:30 – 13:30 - Lunch

14.30 – 16:45 WP1 – Progress Management and Evaluation - - lead **Jose Ospina, CCAE**

Jose presented PPP on WP1 (attached). Progress on WP and budget were outlined, and the remaining budgets available to Partners with amounts left to spend were gone through. A spending action plan was recommended for all Partners, which aimed to take up remaining budgets. Some Partners were overspending on some budgets but under spending on others (e.g. Clar) but Jose explained that any further amendment could require a full project amendment, and so he recommended that all Partners work within existing budgets without amendment, discuss any likely budget heading overruns with their 1st level controllers, and if possible save any final adjustments until the final report. However, if any partner felt it was necessary to further amend the budget they should notify Jose as we could still go for a further project amendment if necessary.

Other specific recommendations were:

1. To have a 3rd Call. Calls are useful publicity, they help raise our profile, broaden participation and gain knowledge.
2. Get missing information from Best Practices for dissemination
3. Review progress on Best Practice feasibilities and Focus Groups
4. Agree definite vocational training package and delivery plan to be tendered ASAP
5. Get full details on Pilot Projects are needed, taking up Expert and Equipment budgets unspent.
6. Dissemination strategy that is targeted at the right audiences and coordinated and developed to includes all Partners through Linked In, Facebook, Twitter, etc.
7. Dissemination plan on basis of GCU schedule of exchange events to showcase Best Practices in every area. Raise awareness and take up Promotional Budgets that are currently underspent.

It was further agreed that the next Full Partner's Meeting should be in Umea in January/February 2014, due to the fact the 3rd Call would be focused on the Scandinavian region, and this would be an opportunity to visit some of the selected Best Practices. It was also agreed that a Public event



around the theme of NEES Architecture and the application of BP products and services would be organized to coincide with this event.

Adobe software has been purchased by GCU and is being made available to NEES, so all future teleconferences would be carried out using this medium. Jose would suggest a programmer of teleconferences.

16.45 – 17.00 – Coffee break

17.00 – 17.30 WP2 – Mapping resources and criteria for identifying Best Practice – lead Craig Thompson **GCU**

Craig presented at PPP that explained the 5 NEES Criteria and explained progress on Calls to date, leading to the selection of 14 Best Practices. The results of the development and application of the criteria were satisfactory, and the evaluation process was likewise positive. The following issues were raised:

- We are having trouble getting back the Expert Evaluation Summary Reports in the recommended format. Jose would write to those Experts which have not returned evaluations to please return the remaining summaries by end of August at the latest.
- Regional co-ordinators will be responsible for chasing up return of these summaries
- We need to contact those BP's that submitted application but were not approved because further information was required, and emphasise the need to be clear as to whether they are applying as product or a service and to use the right form.
- GCU also explained their promotional plan, which included a number of dissemination and exchange events taking place in Scotland.

17.30 – 18.30 - WP 3 – Benchmarking of Best Practice – Proposal for Call 3 (Nordic Call) and publicity and organisation Expert Panel evaluations – lead **Thomas Olofsson University of Umea**
PPP

Thomas presented a PPP for WP3 and dealt with issues around the Expert Evaluation and the collection of information from selected Best Practices. In particular:

- The 3rd Call would be managed by Umea and specifically Geza from his return in September. Jose and GCU (Keith) would help with convening of Expert Briefings and the procedure for scoring and summarising results.
- The Call would run from September to December and we would aim to have an Experts final evaluation meeting possibly on Adobe Connect possibly in January, in order to have final results for the Umea Partners meeting.
- A deadline would be given for return of the Summary Evaluations
- We would especially aim at securing some applications from Greenland and Northern Ireland, although all regions were invited to apply.

In term of collection of information on Best Practices for dissemination and for the production of exhibition material, there are still significant difficulties in getting the required information from all Partners. It has not been possible to produce poster for many of the BP's due to lack of



information. It has been agreed that web pages including the basic information plus details of the evaluation will be set for each Partner (as well as the posters) but both information from BP's and summary evaluation reports were outstanding in many cases. Again, we would ask regional coordinators to chase this information up with BP's in their regions. There was some discussion as to the importance of disseminating information on the Best Practices.

20.00 – Dinner (Hotel Sisimut)

Thursday Aug. 15th

8:00 – 10.00 WP4 – Exchange of Best Practise – Progress on business evaluation of Best Practices, preliminary results – lead **Norry McBride, University of Ulster PPP**

Norry presented a PPP that explained progress on the review of business feasibilities that UoU Business School is carrying out. There has been some lack of response by some BP's. However, Stuart was working on a preliminary report the should be available by end of August.

There was a key question as to what BP's needed and what we could provide « what's the payback » Some BP's were asking for concrete technical support, others for support in lobbying, etc. It might be useful to try to profile the issues face by BP's as they were likely to have common problems.

In relation to the formation of focus groups, Partners explained their progress. Most partners have already had regional focus group meetings or were about to have them. Jose asked that minutes and conclusion of the focus group meetings be produced and circulated. Also agreed that the Agenda for the focus groups should involve a review of Best Practices not only in the region but all BP's, and should also consider conclusion of the business feasibility, and the marketing spread sheet proposed by GCU. The aim of the focus group would be decide appropriate future activities to reach the selected Stakeholders.

Norry suggested that we could promote the setting up of an association of Best Practices. It was suggested that Clar ICH might co-ordinate this activity in the medium and long term. Norry would provide support.

Norry explained that U of Ulster was intending to organise a Conference on NEES for 17th October in Derry. This would include NEES reps, Government, local authorities, experts and Bank of Ireland and Danske Bank. Jose suggested Enterprise Ireland should be invited.

Jose suggested that we are committed to setting up exchanges between BP's and other regions, and we should aim a tat least one notable exchange per region (e.g. Sheepswool insulation, enviroglass, etc.)

10.00 – 10.30 – Coffee Break

10.30 – 12.30 – WP5 1 – 5 Pilot Projects Presentations
– leads **ARTEK, Clar ICH, CCAE and NCE**

- Jing presented a PPP about the ARTEK Pilot Project, The Blue House, Sesutu - Jing Qu ARTEK



- Alma presented a PPP about Clar ICH's Pilots, a Pizza Oven construction project with Mud and Wood Training (BP) and the cellulose insulation of a Low Energy Community Building in Claremorris
- Kevin presented the CCAE – Cloyne Pilot Project, which also includes raining and promotional video outputs
- Jose showed some photos of use of hempcrete in the 1st Cork Pilot at the Wooden House, Skibbereen, Co. Cork, which also includes a green solar conservatory and extension
- Thomas presented 2 proposed pilot projects from U of Umea, a Passive House standard School designed by SWECO (BP) and a Low Energy Timber Building in Tavledin, Umea

It was noted that Thomas Fitzgerald was compiling the details of the Pilot Projects but needed information sent to him on the details of the Pilots in the format circulated. It was suggested that a similar format to that used by GCU to design their brochure on Best Practices could be used.

12:30-13.30 – Lunch

13:30 – 17:00 – Study Visits to low-energy buildings in Sisimut

A tour was carried out to a cultural school that also had a prototype of a peat house, to a new student accommodation block designed to a high energy efficiency standard and to the Blue House, which was ARTEK's Pilot Project and was being monitored for energy use. Also to the Sisimuit Low Energy House, which was a demonstration new build low energy house funded by Velux.

17.00 - 18.00 – WP6 – Vocational Training and Support – Proposal for tendering of vocational training and delivery – Lead **Kevin McCartney, CCAE**

Kevin presented a PPP on the development of the Vocational Training for the NEES Project that was now being carried out jointly by ARTEK and CCAE. The production of this material would be tendered on E-Tenders by CCAE action for ARTEK (agents). The elements of the raining would be:

1. Module Descriptors for:

- A Level 7-8 CPD one day module
- A Level 5-6 Vocational training 5-6 day module

2. Training materials for these Modules

3. A Training Manual (printed)

Tasks 1 and 2 would be tendered together. Task 3 on its own. They could be awarded to the same suitably qualified contractor, but not necessarily.

There was some discussion of Item 3 but agreed it would be an on-line and published manual with illustration and photos and would be aimed primarily as the Level 5-6 vocational training client group (interested, not graduate)



CCAIE would also evaluate tenders received in the basis of an agreed criteria and prepare Tender Report for ARTEK that would give options but give ARTEK final decisions.

The tenders would be agreed with ARTEK and submitted by end of August

18.00 – 19.00 – WP7 – Dissemination of Best Practices – PPP Thomas Olofsson U of Umea and Craig Thompson GCU

Thomas presented a PPP on Progress on Dissemination. There had already been a considerable amount of dissemination through the Web Site (100,000 visits) and other media. But it was now necessary to target this in a final series of events and regional dissemination.

GCU has produced a list of activities to be carried out in their region, and it was agreed that Partners should attend and support these events wherever possible. In particular the exchange vent in Inverness in 2014.

GCU ha also produced a template for deciding stakeholders and dissemination approaches and this has been circulated and would be discussed by all Partners in their regional Focus Group with the intention of agreeing appropriate actions and events.

The web site would be upgraded and completed once Geza was back at his port in September. The next Partners meeting would also be in Umea in January/February, coinciding with the end of Call No. 3.

In addition to this U of Ulster was intending to hold an event on October 17th, and ARTEK another in Copenhagen at around the same time. Jose reminded Partners that all event outside the region have to be cleared with the NPP Secretariat.

Agreed that we would set up a Drop Box to store key information for the NEES Project. This would be managed by Clar ICH and will be set up with assistance from Norry at U of Ulster.

U of Umea would organise a public event in Umea on the subject of NEES Architecture.

A final event would be held in Brussels in March (subject of NPP agreement) . This would be geared at launching the Best Practices Association and the NEES Consultancy Service, and would be primarily aimed at the Associate Partner networks, CECODHAS and REVES. We would seek to discuss the format of this meeting with them ASAP. The date suggested (but not confirmed) was the 27th and 28th of March il 2014.

Friday 16th August.

9:30 AM – 10.30 AM

Conclusion and Actions arising from the Partners Meeting

(See table below)



10.30 – 11.00 – Coffee Break

11.30 – 12.00 - Presentation about the sustainable buildings in Greenland, by Peter Barfoed

12.00 – 13.00 - Lunch

13.30 – 16.30 – NEES Greenland Public Event

Actions arising from the 6th Partner's Meeting (Sisimut, Greenland)

Action	Who Responsible	Deadline
Decide whether budget amendment is required and send details of amendment to Jose	All partners	August 31st
Set up 3 rd Call for Best Practices, centred on Greenland, Scandinavia, call to run from September to December @	Geza, U of Umea with help from Keith (GCU) and Jose (CCAЕ)	Sept. 15 th (to Dec 15 th ?)
Hold Focus Group Meetings, including review of best practices, conclusions of business feasibility reviews and dissemination mapping, and what future activities should be, and circulate minutes of meetings	All regional focus group co-ordinators (in Ireland, ClarICH and CCAЕ, U of Umea, GCU, U of Ulster, ARTEK	All meeting to be held by Sept. 30 th
Finalise Vocational Training Package tender Parts 1 & 2. And place on E-Tenders (circulate link to all Partners and Associates)	Kevin and Jose CCAЕ	by 31.08.13
Partner developing Pilot Projects to complete and return Pilot profile form to SKDP	ClarICH, CCAЕ, Umea, NCE (Isle of Aran)	By 15.09.13
Write and circulate Dissemination Strategy (internet based)	Geza (u of Umea)	By 30.09.15
Finalise tenders for training and evaluation in Cloyne Project and set up on e-tenders. (circulate link to all Partners and Associates)	SKDP	By 31.08.13
Attend GCU dissemination events (especially Inverness)	All Partners (invite Best Practices)	See schedule
Organise 7 th Partners Meeting (Jan-Feb suggested) in Umea and parallel Public Meeting on Green Architecture	Geza, Thomas (U of Umea)	For Jan/Feb
Agree a schedule of Adobe teleconferences	Jose (doodle is being sent)	???
Organise Final Conference (planned in Brussels but under discussion)	Geza, Thomas, (U of Umea)	???
Experts to send in outstanding Evaluation Summary Reports (to Geza and Jose)	Kevin (CCAЕ) Peter (ARTEK)	By 15.09.13
Speak to BP's that were not approved because of lack of information, to reply to Call 3	Regional Coordinators	By 15.09.13
Chase up collection of key information from Best Practices (for Poster and for GCU Brochure)	Regional coordinators Jose, Alma, Geza, Peter	By 30.09.15
Circulate preliminary report on Business feasibility of	Stuart (U of Ulster)	Already done



BP's, including profile of type of BP's and issues facing them.		
Propose the setting up of an Association of Best Practices (Clar ICH to co-ordinate)	All Partners to discuss	At future events
Details of other proposed dissemination events (e.g. U of Ulster in Derry and ClarICH in Copenhagen) to be relayed on to Geza. Please note NPP permission required for Copenhagen.	All partners with future events	By 15.09.13
Look for at least one possibility of exchange between regions in each area.	All Partners	By 30.09.13
Geza to update web site on his return	Geza U of Umea	Starting 15.09.13
Drop Box to be set up to upload key project documents, U of Ulster to assist with format. Clar ICH to manage.	Karen (Clar ICH) with help from Norry (U of Ulster)	starting 15.09.13
Propose NEES Transactional Consultancy to develop projects in all regions and to organise seminar and other teaching events.	All Partners (CCAIE, U of Umea, ARTEK, GCU, U of Ulster)	At future events

Jose Ospina
Project Manager
NEES Project
27.08.13