

## **Minutes of Management Committee Meeting**

at Czech Technical University in Prague on 30 April 2011

### **1. Welcome to participants**

A new potential colleague, Maria Jelcic RUKAVINA, from The University of Zagreb, Croatia, was welcomed.

Jochen ZEHFUSS had been appointed to represent Germany on WG2.

### **2. Approval of the agenda**

The Agenda was approved.

The Minutes of the Naples MC meeting were approved.

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### **3. Report from the Scientific Officer**

The Scientific officer had sent his apologies for being unable to attend. The current budgetary difficulties were emphasised. These had caused the postponement (which may ultimately be cancellation if future budgets do not improve) of the Action's Summer School for young researchers, which had been scheduled for the end of June in Sheffield.

### **4. Work Package 1: State of the Art Report**

The Report had been published and circulated.

The Chairman thanked all members for their contributions, the Working Group Chairmen for editing, the vice-Chairman for ideas and final preparation of the document, and Dr Florian Block for preparing the WG3 questionnaire. The Report is available both in printed form and as PDF at the Action web-page.

### **5. Work Package 2: Case Studies**

These form the main objective of the second year of the Action. They will be prepared by each member, according to local circumstances, aiming to produce drafts for the Crete meeting in October 2011.

Chairmen of the Working Groups (WG1: Jesus DE LA QUINTANA, Guillermo REIN; WG2, Leslaw KWASNIEWSKI, Raul ZAHARIA; WG3: Paulo VILA REAL, Jyri OUTINEN) reported on the schedule and ideas for preparation of the Case Studies.

A template will be prepared by the Action Chairman, and a check-list of the stages to be covered will be prepared by Florian Block, both within a few weeks.

The expected length of a Case Study is 6-12 pages, although this may be variable, depending on the nature and scale of projects.

After the October meeting the Case Studies will be finalised and compiled into a compendium of best practice for the structure of performance-based fire engineering of construction projects.

## 6. Work Package 5: Dissemination

Some non-technical dissemination has already taken place via national journals, notably in Poland. During 2012 the deliverables of Work Packages 1 and 2 will enable technical seminars to be delivered at national level.

## 7. Short term scientific missions (STSM)

Three STSMs for young researchers were approved:

- from The University of Sheffield;
- from The University of Edinburgh;
- from Technische Universität München.

For this financial year, until the end of May, colleagues are asked to apply, to complete their missions, and to spend their budgets by the end of May 2011.

## 8. Conference Grants for Early Stage Researchers.

The Chairman of the Action is asked to recommend funding for applications by:

- Petra KALLEROVÁ, from CVUT Prague;
- Guillermo REIN, from The University of Edinburgh;
- Antonio BILOTTA, from The University of Naples.

The applications should be delivered ASAP, before 2 June 2011, to Prague.

## 9. MC members to check the budget expenditure

The MC deputed Meri CVETKOVSKA (Macedonia) and Thomas KIRSCH (Germany) to check the budget expenditures.

## 10. AOB

The resignation of Jesus DE LA QUINTANA from chairmanship of WG1 was received with regret. On behalf of all colleagues, the chairman of the Action expressed thanks for his huge contribution; we will miss him. WG1 Chairmanship will be taken on by Guillermo REIN from the University of Edinburgh. He will select a vice-Chairman at the next meeting.

## 11. Preparation of Action meeting, 14-15 October 2011, Crete

The decision of the schedule of meetings for 2012 was postponed to Crete meeting, in order to take proper account of the budget available. A meeting of the Action in Spring 2012 was recommended.

## 12. Closure of the meeting

The Chairman thanked all participants for their attendance, as well as their active contribution to the Action Conference and meetings.

Ian Burgess  
(vice-Chairman)

Prague 30 April 2011,