

Minutes of Management Committee Meeting

at The Technical Chamber of Greece, 23 Nearchou Street, Chania, Crete on 14-15 October 2011.

1. Welcome to participants

Delegates from Croatia were introduced by Dubravka BJEGOVIĆ, the new Action MC member, from The University of Zagreb.

An international member, Stephen HICKS from HERA New Zealand, was welcomed to the meeting.

Slovenia a Croatia expressed the intentions to participate in our COST action, see http://www.cost.eu/domains_actions/tud/Actions/TU0904?parties. The Croatian and Slovenien collaboration within our Action were approved.

2. Approval of the agenda

The Agenda was approved.

3. Minutes of the previous MC meeting

The Minutes of the Prague MC meeting were approved.

4. Report from the TU Domain Evaluation Meeting in Vienna, 5-6 July 2011

Prof Gintaris KAKLAUSKAS from Vilnius Gediminas Technical University, Lithuania had reported as Rapporteur of the Action to the Domain Committee for the "Transport and Urban Development" theme. The Chairman of the Action had reported to the meeting in the context of the Annual Progress Monitoring Report submitted previously.

The consensus feedback from the DC was that progress was "In Line", which indicates that the Action is performing well according to the plans in the MoU. This is the second-highest quality category of four: 1 Outstanding, 2 In line, 3 In development and 4 Unsatisfactory.

Advice given by the DC was that:

- a. The Action should develop a better "promotional" production (e.g. popular publications in newspapers and magazines) to advertise itself more effectively.
- b. The inputs to standardisation should be emphasised, since it is a clear element in the MoU.

5. Current budget available

The total budget for the 2011-2012 Action Year was announced in July 2011 as €120 750. This comprises a grant of €105 000 for the activities of the Action + €15 750 for administration costs. In the 2010-2011 Action Year the comparable total budget was €92 000.

It was currently estimated that the cost of the Crete meeting would be €38 500, and the cost of the Spring 2012 meeting would be €44 100. However it would not be possible to meet the latter figure with the numbers expected if the meeting takes place in Luleå, as originally planned

The Training School cost (see 6 below) was estimated at €9 900, leaving €12 500 for STSMs.

6. Training school for Young Researchers

Because of a considerable shortfall in the budget it had not been possible to run a Training Course for young Researchers in the 2010-2011 Action Year. However, provided that a suitable venue could be found for the MC/WG meetings on 12-13 April 2012, then following these 1½-day meetings directly with a 3½-day Training Course on 13-16 April 2012 seemed feasible within this year's budget.

A proposed schedule was presented to the meeting with some unconfirmed and tentative suggestions for presenters:

1½ days: “The State of the Art”.

Day 1 (half-day):

- An overview of the development of Fire Engineering in research and practice (Jean-Marc Franssen / ?)
- The fire fighters’ view of current issues (?)

Day 2:

- Current issues in Fire Science research (Guillermo Rein / ?)
- Current issues in Structural Fire Engineering research (Frantisek Wald / Ian Burgess / ?)
- Rules and regulations: prescriptive, codified or performance-based? (Paulo Vila Real / ?)
- Fire engineering in practice the state of the art in performance-based design (Florian Block / ?)

2 days: Brainstorming sessions

Days 3 and 4:

A series of presentations and discussions on the participants’ research. Each participating Young Researcher would be required to bring a presentation (15-25 minutes), covering:

- Their project,
- Its context within the research of their group,
- Its relevance to the advancement of fire engineering in general,
- The research methods being used,
- Their problems – both solved and unsolved.

Each presentation should be followed by an open discussion of the project for up to 35 minutes, with the objectives:

- To increase awareness of concurrent research,
- To practise critical thinking in research outside their own project,
- To provide helpful and constructive suggestions on directions to be taken and the research methodology.

In discussion of this proposal, the point was made strongly that some recorded outputs from the Training School would be advantageous in the Annual Report of the year’s activities. This will be taken into account in the detailed planning of the event.

Members of the Action are asked to make two nominations per country, in order of preference, by 30 November 2011 (to Kamila HOROVA). The second-preference nominees may be allocated places if insufficient places are taken up on the basis of one first-preference nominee per country.

7. Work Package 2: Case Studies

These form the main objective of the second year of the Action. In total, 35 presentations briefly describing case studies provided by the participants in the Action were given at the meeting in two sessions (16:00-19:00 on 14 October, and 09:30-14.00 on 15 October).

A date of 30 November 2011 was set for delivery to WG chairmen of the document versions of the case studies. A template for the final format of these had been prepared by the Action Chairman, and a check-list of information to be covered had been prepared by Florian Block. Both had been available for some time. The expected length of a single Case Study is 6-12 pages, but some flexibility is

allowed. It is expected that the manuscript of the compendium of case studies providing a guide to the practice of performance-based design, after editing by WG chairmen, will be finalised for publication by Kamila HOROVA by the end of January 2012, and the published volume will be available by the April 2012 meeting.

8. Work Package 5: Dissemination

Partly in response to the advice of the DC, minuted in Item 4 above, some “digests” of the case studies will be prepared by the vice-Chairman of the Action, in English, in the form of brief articles suitable for translation into national languages with a view to publication in professional (rather than research-based) journals. These should also provide material which will enable technical seminars to be delivered at national level. These should be useful in disseminating information about the scope and practice of performance-based design to the construction industries of the participating countries. The target date for these Digests is 31 March 2012, but they will appear on the Action’s website as they are developed.

9. Short term scientific missions (STSMs)

For the current Action Year, the budget should allow up to 6 STSMs for young researchers, to make scientific visits to appropriate research centres, to be funded. Members of the Action are asked to make their applications for this year by 30 November 2011 (to Kamila HOROVA), and to ensure that their missions are completed by the end of May 2012.

10. Preparation of Action meeting in April 2012

In the light of the budget for 2011-2012 it seemed inevitable that the April 2012 meeting, originally scheduled for Luleå, would not be affordable, especially in conjunction with the Training School, and so a location which would involve less travel expense would have to be sought. Dr Ruben Paul BORG had kindly offered to facilitate a meeting in Malta, and the costs and potential arrangements for the MC (12-13 April) and Training School (13-16 April) will be investigated.

11. Schedule of meetings to the end of the Action

The following tentative schedule of meetings was agreed:

2012	April 12-13 & 13-16,	Malta	Meeting & Training School
2012	October 12-13,	Rome/Naples	Meeting
2013	April 19-20,	Prague	Conference
2013	October 11-12,	Aveiro	Meeting
2014	February 14-15		Meeting

12. Closure of the meeting

The Chairman thanked all participants for their attendance, and for their presentations of Case Studies. He also expressed the gratitude of all the participants to our host for the Chania meeting, Dr Georgios Stavroulakis, for his tremendous efforts in making the arrangements both before and during a very successful meeting in Crete.

Ian Burgess
(vice-Chairman)

Sheffield 19 October 2011,