

## Minutes of Management Committee Meeting

At the Hotel Falkensteiner, Zadar

8-9 October 2012

### 1. Welcome to the participants

The experts were welcomed by the Croatian delegation. The history of the city and location were described by the vice-major of the city Zadar.

### 2. Approval of the agenda

The Agenda was approved.

### 3. Minutes of the previous MC meeting

The Minutes of the Malta MC meeting on 10-11 April 2012 were approved.

### 4. Report from the TU DC evaluation meeting

The DC meeting was held in Iceland on 4-5 July 2012, at which the reporter was Prof. Gintaris Kaklauskas, from Vilnius, Lithuania. The comment on our Action was:

“The DC acknowledges the added-value of the Action with regard to producing concrete applications of performance-based fire safety design methods for practitioners and to introducing the latest research into standards for fire design. The DC is very eager to see the final tangible output of the Action.”

### 5. Current budget available

The chairman of the Action showed the current year’s budget breakdown. The total budget (7/2012-6/2013) is **€126 087,00**, which breaks down as follows:

	Amount	Number	Forecast	
Meetings	74700,00	Zadar meeting	29200,00	35 participants including 1200 for organisation
		Prague meeting	35500,00	40 participants, including 1500 for organisation
		Meetings for WP4 and WP6	10000,00	12 participants
Training school	32400,00	28 trainees	22400,00	grants 800 each
		8 scholars	8000,00	about 1000 each
		organisation	2000,00	
STSM	12000,00	10 STSM		1200 each
Dissemination	6987,00	Fire brigade reports	1500,00	
		ASFE proceedings	2000,00	
		Training school proceedings	1487,00	Including 500 for mailing
		Web	2000,00	

## 6. Participation countries

Croatia and Slovenia were confirmed by MC as new participation countries of the Action. The number of parties of the Action has risen up to 22 + 1 non-COST Institution.

## 7. Introductory remarks on progress in Action Work Packages

Prof. Wald introduced the current and future stages which include the Work Packages:

### ▪ **WP3 - Fire brigade reports and investigations**

22 papers are expected, including three on statistical aspects. The Introduction, with responses to the European questionnaire, is finalised. The remaining countries (Germany, Greece, Croatia, Italy, Macedonia, Romania and UK) are asked to react ASAP.

#### Organisation of national fire and rescue arrangements in different EU countries, Contribution from available statistical data:

There are clearly problems with comparability of national statistics, collected in different ways. It is recommended that questions be included in standardised national fire fighters' reports.

#### Lessons from disasters

Check-lists will be prepared during an additional Core Group meeting, and these will be distributed for all members of Action to prepare the relevant materials.

For the Zadar meeting the contributing experts had been asked to prepare full textual versions of their contributions, to be published by the end of 2012.

### ▪ **WP4 - Benchmark studies**

These were the main subject of the WG meetings in Zadar.

### ▪ **WP5 – Dissemination in 2012**

Non-technical information is being disseminated via local/national professional journals, and technical dissemination is being achieved via local/national seminars.

### ▪ **WP6 - Preparation for Eurocodes upgrade suggestions**

There was some discussion of national/EU projects for preparation of the next generation of Eurocodes.

### ▪ **WP7 - Educational dimension**

There was discussion of possible proposals to help with education in fire engineering across Europe through networking.

## 8. Progress reports on Working Group activity preparing for WP4: Benchmark studies

### ▪ **WG1: Florian BLOCK**

About seven topics will be presented at Prague conference.

### ▪ **WG2: Leslaw KWASNIEWSKI**

Metrics and associated tasks will be prepared. The Experts will select their subjects, and will contribute on the basis of their local projects.

WG3 members will share in the activities of WG1 and/or WG 2 for this WP.

## 9. Reporting of WP6: Local Seminars of the Action organised during 2012

Members of MC will report the dates, locations, titles and number of participants (planned and realised) on any seminars held in their countries.

## 10. Discussion on WP7: Educational dimension

Dubravka BJEGOVIĆ proposed that members of TU0904 should prepare an EU educational project related to fire safety. The idea was to prepare a programme for Fire Authorities focused on European politics, Engineering and Fire Engineering.

However members were informed that there would be no call for Erasmus Mundus in April 2013. It was suggested that, as an alternative, a Leonardo project should be prepared, focusing on continuing education in structural fire engineering for fire authorities. Dubravka BJEGOVIĆ will prepare a questionnaire for experts of the Action interested in participating, and will apply.

There was a general discussion of the nature of benchmark studies

## 11. Discussion on WP6: Recommendations for Eurocode upgrades

Markku HEINISUO suggested cooperation on fire loadings for buildings, particularly related to car parks. He will distribute a questionnaire on this topic. The Prague meeting in April 2013 is expected to discuss this WP in more detail.

## 12. Preparation of Prague Conference 18-19 April, 2013

The dates had been changed to Thursday/Friday. The conference will stress:

- People movement,
- Fire and smoke development,
- Structural response,
- Use of fire brigade investigation reports,
- Benchmark studies.

For the GW meetings on 20 April, the focus will be on:

- Presentations of Benchmark Studies by each participant,
- Presentations suggesting upgrades to European standards.

As in previous ASFE conferences, all participants will be asked to contribute a poster, and adequate time will be set aside for poster sessions. The competitions for “best poster” will be held under the themes above. Ideally, up to ten papers from each theme will be selected for oral presentation, subject to peer review of their standard.

Timing:

Submission of Abstracts	30 Nov. 2012
Acceptance of Abstracts	15 Dec. 2012
Early Registration	15 Feb. 2013
Submission of Full Papers	25 Feb. 2013
Conference	18-19 Apr. 2013

## 13. Short term scientific missions (STSM)

There is a budget for STSMs by 10 researchers.

Applications to Kamila by	25 October 2012
Approval by	30 October 2012
Completed by	31 May 2013

The main focus of STSMs should be on:

- WP4 Benchmarks studies
- WP6 Thought for Eurocodes upgrade
- WP7 Educational dimension

Application forms for STSM are at <http://e-services.cost.eu/stsm>

#### **14. Preparation of next COST action**

Preparation of a future COST action was discussed. Two subjects were selected with the working titles:

- Robustness (interaction with social aspects) – Beatrice FAGGIANO in charge of this application,
- Smoke (interaction with transport) – Monica HAJPAL in charge of this application .

The meeting closed at 13.00.

Ian Burgess,  
Zadar, 9 Oct. 2012