

MINUTES OF THE MEETING

Meeting No: 4

Date: 24/01/2008

Location: Faber Maunsell, London

Present:

1. John Palmer (Faber Maunsell) CHAIR
2. Dejan Mumovic (Bartlett, UCL) Secretary
3. Richard Daniels (Schools Capital Design Team, DFSC)
4. Gordon Hudson (Mott MacDonald)
5. Colin Ashford (ConsultECO)
6. Geoff Hardwick (previously of BRE)
7. Robert Garwood (BRE)
8. Ian Taylor (Fielden Clegg Bradley)
9. Hermen van Ree - Guest
10. Renate Powell (Carbon Trust Scotland) – Guest
11. Fiona Fanning (School Capital Design Team, DFSC)

Apologies:

12. Andrew Wright (De Montfort)
13. Paul Eslinger (White Young Green)
14. Steve Sharples (Sheffield University)
15. Maria Kolokotroni (Sheffield University)
16. Dick Bradford (Barnsley BC)
17. David Coley (Exeter University)
18. Mukund Patel (DfES)
19. Nick Hopper (Monodraught)
20. Mike Davies (Bartlett, UCL)
21. Ian Pegg (Buro Happold)

1. Introduction

- Faber Maunsell acknowledged for providing venue for this meeting
- Guests introduced: Renate Powell (Carbon Trust Scotland) and Hermen van Ree (guest speaker: facility management) and Fiona Fanning (DFSC)

2. Minutes of Previous Meeting

- The minutes of the 3rd meeting prepared by Dejan Mumovic and John Palmer approved
- Not all the actions of importance to this meeting were completed (see Actions Taken)

3. Brief Builder (Hermen van Ree)

- **Hermen van Ree**, Capreo Consulting, gave a presentation on a web-based tool for managing client specifications in complex construction projects – The Brief Builder. This tool aims to deliver a more effective and efficient construction process through a high-quality and better manageable programme of requirements, better communication between clients and construction industry, instant access to accurate information and easy to track modifications, systematic assessment of tenders, proposals and solutions and reduced failure costs and prevention of even more expensive mistakes.

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- His presentation was distributed to all members of the Committee and will be uploaded on CIBSE School Design Group web-pages in the near future.
- The presentation was followed by lively discussion and two important issues were highlighted: (a) the need for further development of this tool (John Palmer, Gordon Hudson) and (b) possible integration with building simulation models (Colin Ashford).
- Richard Daniels suggested HvR should contact Beech Williamson at DCSF as it may be of interest to him.

4. CIBSE SDG Launch Event, April 2008, Newcastle

- The group's launch event will be held in parallel with CIBSE/ASHRAE conference
- The offer from CIBSE to hold the group's launch event at the Northumbria University was kindly turned down.
- Gordon Hudson will explore possibility to hold the launch event at The Sage building.
- The potential speakers include: John Palmer (who we are), Ian Pegg/Maria Kolokotroni/Andrew Cripps (energy consumption in new schools), Peter McLennan (facilities management in schools), Graham Kappa (Carbon Calculator)
- Gordon Hudson will organise a short session on procurement and energy (BSF Procurement Examples)
- Promotional material to be printed for the launch event (Dejan Mumovic, John Palmer)

5. CIBSE SDG @ E-PoD Conference, 07th July 2008

- The group will contribute to the Energy Performance of Dwellings and Non-Domestic Buildings conference which will be held in London on 07th July 2008.
- This event will be jointly organised with IBPSA-England, CIBSE Natural Ventilation Group and UCL.
- Dejan Mumovic and John Palmer will take the responsibility to organise this event. The members of the Committee are expected to contribute if necessary.
- The potential speakers include: John Palmer (who we are, Class Cool and Class Vent) and Ian Pegg or Maria Kolokotroni (energy consumption in school buildings).
- Promotional material to be prepared and printed for this event (Dejan Mumovic, John Palmer)

6. CIBSE SDG @ IBPSA-WORLD Conference, 2009

- The group will contribute to the IBPSA World conference which will be held in Glasgow (Scotland) in 2009.
- Gordon Hudson stated that this is a high quality conference.
- Dejan Mumovic contacted Lorry McElroy (Light House, Strathclyde University, and IBPSA Scotland President) to discuss this matter. The conference Committee has decided to accept our offer to contribute to the conference.
- Dejan Mumovic and John Palmer will take the responsibility to organise this event. The members of the Committee are expected to contribute if necessary.

7. CIBSE SDG web-site

- www.cibse-sdg.org
- Dejan Mumovic informed the Group that he got a small knowledge transfer grant under the UCL's UrbanBuzz Programme which will enable the Group to get a professionally designed web-site, and to print out promotional material for our launch event and E-PoD conference. The aim of the UCL's UrbanBuzz Programme is to encourage academics to exchange knowledge with colleagues from the industry.

8. EPSRC Research Proposal

- Dejan Mumovic to prepare a short version of the research proposal which will be focusing on zero carbon schools, and to circulate to other members of the

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Committee. This project might be funded by EPSRC with possible contributions from the Government, educational charities and the industry (CIK).

9. Actions Taken

- John Palmer DID NOT find a home for school related publications
- John Palmer DID NOT contact RIBA, BCSE, BSRIA and CABE
- John Palmer DID NOT check if we can use Share Fair Scheme (BRE)

ALL OTHER ACTIONS HAVE BEEN COMPLETED.

10. AOB

- Ian Taylor informed the Committee that he got a seed funding from the Royal Commission of the 1851 Exhibition to investigate the impact of climate change on three schools with different ventilation design strategies. Other members of the Committee involved are Mike Davies and Dejan Mumovic.
- Ian Taylor informed the Committee that he can establish a link with the CABE and RIBA School Forum
- John Palmer will represent the Group at the BRE School Event to be held on 16th May 2008.
- Fiona Fanning will provide the web-master with a listing of school related events.

11. Date of Next Meeting

- The fifth meeting of the Group will be held on 10th April 2008 at University College London. Dejan Mumovic to circulate the details ASAP.

ACTIONS:

- (not taken previously) John Palmer DID NOT find a home for school related publications
- (not taken previously) John Palmer DID NOT contact RIBA, BCSE, BSRIA and CABE
- (not taken previously) John Palmer DID NOT check if we can use Share Fair Scheme (BRE)
- Ian Taylor to contact RIBA and CABE.
- Dejan Mumovic to book a room for the next meeting and provide details how to get there
- Gordon Hudson, Dejan Mumovic and John Palmer to explore possibilities to organise the Group's launch event as a fringe event at CIBSE National Conference in Newcastle (29-30 April 2008).
- Dejan Mumovic and John Palmer to take responsibility for E-PoD conference in London (07th July).
- Dejan Mumovic to work with CIBSE on the Group's web-site. All members of the Committee to provide support if necessary.
- John Palmer and Dejan Mumovic to invite another guest speaker to give a presentation to the Committee.