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Sustainable, secure and competitive energy supply



Expert support to Implementation Working Group 5 of the SET Plan - Energy Efficiency in Buildings

IWG5 – CSA Project 101075700

D5.1 – Minutes of kick-off meeting

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1. Attendees

Partner	Represented by
ECTP	Alain Zarli (Secretary General, support to management) Cornelia Partsch (future IWG5-CSA project manager for ECTP) Nérea Gomez (support to WP1 and WP3)
EUREC	Greg Arrowsmith (Secretary General, management) Nicolas de la Vega (future IWG5-CSA project manager for EUREC, esp involved in WP2) Céline Suchet (Communications Manager – WP 4) Nathalie Richet (EUREC's "Task forces » – WP3)
EURAC	Roberto Lollini (support to preparation of quantitative baseline (WP2) and targets (WP3) for IWG 5 Implan update)
WIP	Silvia Caneva (study tours – WP 1)

Guest	Represented by
European Commission CINEA	Stavros Stamatoukos (Project Officer)

2. Agenda

09:45	10:00	Arriving
10:00	10:10	Welcome by Alain and Greg & feedback from introductory call with IWG5 chair Annett Kühn on 20 September
10:10	10:20	Welcome by Stavros and key tips for good project management
10:20	11:20	WP1 (ECTP)
11:20	12:40	WP2 (EUREC)
12:40	13:00	WP3 (ECTP)
13:00	14:30	Lunch
14:30	15:15	WP3 continued
15:15	15:45	WP4 (EUREC)
15:45	16:00	WP5 (all)
16:00	-	Close

3. Welcome by IWG5 - CSA

Project foresees bi-monthly IWG5 meetings involving an expert external speaker, sometimes with a session focused on internal topics

Next meetings:

- 24 October (1.5 hours online): introducing what IWG5 will do and how we plan to support the IWG5 group members.
- 10 November 1400-1530 (physical, right after SET Plan conference 9-10 Nov) in parallel with “Integration of heat” seminar for and by relevant IWGs desired by DG ENER:

1300	SET Plan conf lunch after end of second day, 10 Nov 2022	
	Room 1	Room 2
1400	IWG 5 closed-door meeting, at this new time instead of 8 Nov. Agenda items suggested by Annett K Deeper introduction to new CSA CETP intro to B4P	Pan-IWG session, open to ETIPs and the public: <i>Integration of high temp RES-H and storage (for industry)</i>
1530	Coffee / break	
1545		Pan-IWG session relevant to IWG 5, open to ETIPs and the public: <i>Integration of low temp RES-H and storage (for space H&C)</i>
1715	Rooms closed	

IWG5 will give input yearly to SET Plan annual review through the White Papers from the Task Forces, the 1st one on month 13 (October 2023), the last towards the end of the contract. Input will be prepared earlier if the annual review exercise comes earlier (e.g. in late spring like in 2022)

All IWG5 meetings have been held online since 2020.

ECTP: aim to fix all dates for IWG5 meetings in 2023 (or at least till summer 2023) by November 2022.

4. Welcome by CINEA

- CINEA is in middle between consortium and DGs, so can transmit information up and down including policy recommendations.
- On the project and SET plan, he can't say much his service is new with it.

- The financial reporting rules will be simpler and there will be less control by CINEA (external audits), focused on ensuring to keep the timesheet and respect rules on subcontracting.
- We should keep Stavros in the loop for all elements that are public and of dissemination or of project activities and events: CINEA has strong a communication team and re-broadcast our info.
- Stavros intends to come to SET Plan conf in Prague
- When contacting on policy topics with EC, like Eric or Eduardo, keep Stavros in copy for this.

5. WP1. Community consolidation (ECTP)

Task 1.1 IWG5 Membership renewal & expansion and secretarial support

Subtask 1.1.1 – Terms of Reference check

- Rule of procedures for the partnership boards, in particular for the B4P
- It is the first time IWG5 will have proper support from a CSA: they have never received support before, this is at the start of its 1st contract. However, most of the implementation working groups in the SET Plan were supported by CSA, there were only 2 working groups not having this support (IWG5, IWG3.2 – internal support from Austria)
- Renew the activities in the groups:
 - o More frequent meetings: updates on where we are, what we are going to develop
 - o Organizing, structuring, reporting, providing feedback, making liaisons with other groups and initiatives
- Concerning the update of the Terms of Reference, we will provide a full draft at the end of October, which will be therefore submitted a little in advance to IWG5 members and discussed during the meeting in Prague. The finalization of the ToR will be expected for the end of November (M3)

Subtask 1.1.3 - Recruitment campaign toward new countries

- We need to reconfirm the people, make sure the list for MS experts is up to date and see who is involved. We will also need to recruit new members in the group. 16 countries are members of IWG5 (milestone 20 countries by the end of Year 1), we should focus on other ones not yet there starting with countries in Built4People initiative (5 left or so), then we will try with the others focussing on EU+Horizon associated countries.
 - o Which countries will we contact with priority? What is the role of the other partners?
 - o It is needed to strengthen links of IWG5 with other groups, but we have to decide with which ones
 - o A deeper cooperation with MS is required, looking at NECPs, best practice, etc.
 - o Societal drivers related to buildings at national level will be also covered.
- Annett's [Excel "Tabelle für VT Listen"](#) contains emails of IWG5 national representatives and stakeholders (most of them are associations supporting, interesting in the topics) as well as contacts from the EC (need to re-crosscheck with some of the members)
 - o First, we need to check that the contacts details are still right and updated
 - o 14 member states and 2 associated countries are included in the list of national representatives
 - o The missing countries at the moment are 13 member states and 2 associated countries. Should we include United Kingdom?

- Should we consider third countries associated to Horizon Europe? We don't work only for the Horizon Europe programme, thus do we need to take them into account? If so, there will be 15 countries including Norway and Turkey
- For Year 1, we will concentrate on EU countries and associated countries
- We should take into account that 19 countries shown interested and are formally registered in the Member states representative group of B4P.
- The first action will be to start contacting countries registered to B4P representative group, since we already have their contact.
- Meanwhile, there is interaction with Luxembourg to register to B4P

How is participation defined? What will determine whether the milestone is reached?

- The future ToR will lay down that a seat in IWG5 is only maintained if that member is represented in a certain number of meetings per year and/or is closely involved with some IWG5 work, e.g. participates in a Task Force, participate to most of meetings organised by IWG5 and be ready to be involved in some of the work, interacting for the task forces, ... The problem is that there is no real control on a tangible participation, therefore it is fundamental to update the terms of reference including a minimum level of contribution.
- The EC intends to monitor participation of IWG 5 members by real participation, not pledges.
- Suggestion from Stavros: Maybe it is more relevant than an expression of interest, some qualitative measure (since its voluntary) such as the participation to meetings, etc
- Alain: Delegation to well identified organisation in their country who are implementing/helping implement the policies. For instance, in France DHUP interacts with public organisations such as CEREMA or CSTB. Maybe some of them will be interested in participating on the task forces.
- Greg: Governance is quite loose. What would help is getting people from construction sector that are involved and have strong arguments to implement measures/policy recommendations, this can help to bring dynamism to the group.

Subtask 1.1.4 - Secretarial support: Fully support to the chair and the whole team

Task 1.2. Strengthen the links between IWG5 and other agenda-setting groups

Identified preliminary potential initiatives and groups that could be interested in being involved (non-exhaustive list):

- Co-programmed European Partnerships and Co-funded European Partnerships tackling related areas
- High Level Forum on Construction
- European Technology and Innovation Platforms, their related ETIPs and collaboration mechanisms (ETIPs-Forum): especially PV, Deep Geothermal, Bioenergy, RHC, SNET
- Relevant Programme Committee(s) of Horizon Europe
- Mission for 100 Climate-neutral cities by 2030 & Covenant of Mayors including to promote energy-efficient building and renewable heating and cooling solutions to cities that have agreed Climate City Contracts
- Concerted Action for Energy Performance in Buildings ("[CA-EPBD](#)"). This a group that Stavros knows well and has a similar remit to IWG5, and probably many of the same Member State representatives. But it is closed-door. The IWG5 could be the outward-facing expression of this group.

- Projects selected under call 2021-D3-01-01 to implement Common European Energy Data Space (if applicable to eco-buildings)
- Which groups should we link up with as a priority for Year 1? And on which topics?
 - European Partnerships: Built4People (ECTP will build upon this synergy), Clean Energy Transition, Driving Urban transition
 - ETP, ETIPs: 1/2 to be defined among us? RHC (EUREC)
 - Mission for 100 Climate-neutral cities? ECTP has been following this mission, involved through our Presidium in the first Board meeting, but not direct interaction
- We will identify one partner responsible for each liaison with each group, e.g. ECTP with B4P. For Year 1, the aim will be to interact with maximum 2 groups or initiatives per partner.
- How can we create these liaisons? We need to elaborate what we want to develop with those groups: sharing inputs between each other and potentially participate jointly to some specific events
- To which extent are we going to interact? We have to discuss and decide with the chair of IWG5 on how we are going to operate.
- Partners will provide other potential groups that could be added to the list and will get back to ECTP to confirm they are interested in leveraging and strengthen those links

Preliminary potential topics:

- Smart Readiness Indicator (SRI)
- reforms of the rules on Energy Performance Certificates (EPCs)
- introduction of mandatory Minimum Energy Performance Standards (MEPS) for existing buildings,
- one-stop-shops (OSS)
- definition of Nearly Zero Emissions Buildings and Positive Energy Buildings
- life-cycle GHG emissions of buildings
- Which topics will be prioritised? It needs to be discussed with IWG5 and ask them if they can add some other topics
 - SRI (smart readiness indicator): 4 countries are interested on the SRI and some more countries on the testing phase. They have the possibility to receive support of the Government (as done in France) to organize the testing phase and get feedback from it; however this will be the choice of the member states
 - EPCs: most EU countries should be interested. We have to identify which countries have started work on reforming EPCs in line with the [new EPBD](#).

Areas of cooperation with other groups should be reflected upon in next meetings. According to GA, *reciprocal participation to events* will take place. The IWG5-CSA will select the first topics-themes for cooperation. Discussing EPBD and the amendments proposed by MEPs to it could be a topic to start, and perhaps the SRI also.

- Greg wants to keep the first 1-2 meetings inspiring (via the WP2 ‘Policy Radar’ work) with good speakers to motivate MS experts to join in. In the case of internal-administration topics, they can be dealt with later.
- We revisit the question of whether the IWG 5.1 and 5.2 distinction makes sense in 3-4 months
- Suggestion from Stavros: EPBD could be a topic to start with ensuring which are complementary to the CSA project “CA-EPBD” (see above).

- Funding: <https://www.iwg5-buildings.eu/funding-of-energy-efficiency-in-buildings-in-eu> (Germany)

Task 1.3 Deepen collaboration between Member States

This task will identify the work done by the group at the European level as well as the one done by each member state.

Subtask 1.3.3 – Analysis of NBRPs

- National building plan for member states
- We have to identify where there are commonalities, common priorities, overlaps,....

Task 1.4: Educate and inform IWG5 and the public about energy-efficient buildings; understand societal drivers

- Study tour per year and roundtable discussion with local authority (one full day)
 - o ENOLL or winners of living labs competition
 - o Network of contacts of IWG5 (EUREC, ECTP, EURAC, WIP)
 - o Possible date: July 2023 combined with IWG5 meeting (onsite) -> June as the latest
 - o By the end of 2022, contact representatives will have a list of possible study tour, and partners will also provide examples. Some examples provided by WIP in the meeting: Lugaggia in CH, a development in southern UK, Amber gardens in Romania, etc.
 - o We need to define what is “must have” and what is merely “nice to have” in the choice of the location for the study tour. E.g. High replication potential for the homes’ features is “must-have”
 - o EURAC is interested in the technical features of the buildings to be toured, to establish front runners state of the art
 - o By the end of 2022/beginning 2023, the location will be identified.
 - o The tour should be linked to a IWG5 meeting
- It is fundamental to define a list of features/characteristics that the demo case we will visit should have, for instance: positive energy house, digitisation, potential replication, different kind of buildings, smartness, aligned with the directives/legislation, accessibility and practicality (public transport, etc)
- List of topics of the task forces should be considered in the election of the study tour: the first topic of task forces should have finished their work by the study tour
- IWG5 would provide a rank list with their preferences for the study tour which will be discussed on the October meeting. Then, during the November online meeting we will discuss it and will have a final rank list in December.

6. WP2. Policy radar & baselining (EUREC)

Task 2.1 Screening of EU policy closely related to energy-efficient buildings

- A draft Table of Content will be provided for the first newsletters, which will be published every 2 months (they will be public and available on the website) and followed by a private meeting with the IWG5
- Greg: The idea of 2.1 is to inspire MS and attract interest in IWG 5 by putting an expert working on topics of interest to the group in front of them for a private discussion. Before the meeting, a public newsletter will circulate a paper outlining the expert’s views. Typically, the expert will be from a think tank or association with an interesting policy idea for IWG5 to consider

- Before the 2-hour meeting in November, a 1st mailing could cover one of the following topics:
 - o “where we are at with the EPBD revision”, including European Parliament reaction to its proposals on “mortgage portfolio standards” or better EPCs (speaker for these are known to EUREC)
 - o BPIE’s report: "[Whole life carbon and industrial renovation: realising the opportunities to reduce the lifecycle carbon footprint of buildings](#) » accompanied by [policy recommendations](#)
 - o COP27 happening end of the year. Priority for mortgage portfolio standards.
- Alain suggests to keep the content to 2 or maximum 3 topics per newsletter
- EUREC reminds that editorial article could be useful to have to open newsletter.
- Greg: we should collect feedback from the members of IWG5 on whether the newsletter is being read and the points they would like to see in it.

Task 2.2 Quantitative baselining & continuous monitoring

- What input is needed from IWG5 or the partners? By when?
 - o Inputs from IWG5 and partners: set of indicators (metric) and drivers (key topics and overall goals to pursue); any available study/reference on building stock analysis in EU and local; existing technology radar at EU or national level related to building energy efficiency solution packages and performances; front runner case to be considered also as study tours
 - o Such inputs should be provided as soon as possible and no later than mid November 2022, in order to define a baseline solution sets (innovative, feasible, possible, cost-effective, with TRL 8&9, ...)
- If IWG5 members are asked for feedback on the topics, it would be also interesting to know about the interest on baseline
- EURAC will define archetypes to model the building performances (parametric models) by M6
- The parameters related to the building functions and components (window, opaque envelope, generation and distribution systems) can be adjusted to cover different cases
- The archetypes models will potentially enable calculation of indicators related to energy, smartness, costs, environmental impact, indoor quality, etc. (that will be detailed within D2.3), depending on the available data information. Indicators will then be used for baseline scenario and following targets to be evaluated in the next time period (T3.2)
- A draft of the baseline will be provided by M6 and then, it will be updated throughout the project

7. WP3. Update of IWG5’s Implementation Plan (ECTP)

Task 3.1 Animate Task Forces on a set of relevant topics agreed with the IWG

[Suggested co-process](#)

There will be 8 taskforces and 7 reports at the end. Each group will have a chair with pay and a VC, who should be involved in the drafting of the docs. A partner will be the rapporteur (chair), in each group being the lead support. 3 partners are responsible for animating TFs. Each TF will have individually a kick-off and around 3 meetings of 2 hours to get integral view of priorities and key aspects, then chair gets to writing.

- It was agreed to distribute all 8 TFs among partners, where the lead of each one will write a paragraph describing the scope for each of them by week of 7 October. Then, we will choose

2-3 TF to work on for first 12 months of project, and the rest will come after. We may have in TFs academia, industry and civil servants.

- In order to attract a chair and VC to write white papers, incentives could include visibility of paper, pay of a few hundred euros, etc.
- The length of White Papers was agreed on 10-12 pages
- Each leader will write a potential definition (4-5 lines/bullet points), then they will be submitted to the IWG5 followed by the announcement of that 2 task forces will be activated on Year 1
- The motivation of someone to join a TF is not clear: would someone join one to know they write a White Paper, some parts of which may be taken up in the Implan, some parts of which might be implemented by some Member States. We need to firm this up.
- Is it attractive enough simply to offer that the paper will be published, e.g. on Build Up portal or that it may be presented at “EU Industry Days”, for example?
- It is suggested to start with TFs on technical topics
- EUREC agrees on swapping with ECTP the topics: Just transition – energy-efficient buildings as job-creation motor (now EUREC) vs Digital planning and operational optimisation (now ECTP)

Proposed planning:

- By October, it will be decided which partner leads which Task Force. It has been suggested that the TF “New materials for buildings” and Prefabricated active modules” (where EURAC can contribute) could go first.
- By November, people will be distributed in each Task Force
- By March 23, the first draft will be provided and a workshop with IWG5 team will be organized
 - o By the end of April, the final consistent document will be consolidated and elaborated and IWG5 will provide their feedback
- Finally, by the end of May or June 23, we will have the final document which will contribute to the SET Plan and the Implementation plan

IWG5 former Targets

IWG5.1:

- Reduce the primary energy of buildings by 60% on average, while also reducing total cost of ownership and limiting the payback time to 10 years
- Develop and demonstrate market ready solutions to reduce the construction and maintenance costs of nearly zero energy buildings (NZEB) or positive energy buildings by at least 10% compared to their 2015 costs, with a view to reach a cost reduction of 15%.
- Develop and demonstrate market ready solutions to reduce the average duration of energy-related construction works by over 20% for renovation and new buildings compared to current national standard practices
- Develop and demonstrate market ready solutions to reduce the difference between predicted and measured energy performance by 10%, possibly extending to a 15% after the commissioning period.

IWG5.2:

- Heat pump systems: reduce costs for small and large hp by 50% (compared to 2015 market price), develop prefabricated, fully integrated 'plug in and play' hybrid/multisource hp systems and integrated compact heating/cooling plants based on modular hp.
- District heating and cooling (DHC): increase renewable heat by 25% in a cost effective manner and without decreasing consumer service, reduce DHC substations' reference costs for residential buildings by 20% (compared to 2015 prices).
- Micro combined heat and power (CHP)/combined cooling, heating and power (CCHP): reduce costs for equipment and installation by 50% (compared to 2015 market price), increase the energy efficiency of micro CHP/CCHP by 20% (compared to 2015 levels).
- Thermal energy storage: improve performance of above ground and underground energy storage by 25% (compared to 2015 levels), increase storage density at the system level by 200% from the current state of the art 60 kWh/m³.

We will focus on building, then on IWG5.1, while IWG5.2 topics will be managed by another technical support group than IWG5-CSA.

Task 3.2 Guide IWG 5 on setting new targets for 2025, 2030

EURAC will use the evaluation framework defined in T2.3 for defining future scenarios for EU building stock and fix performance and/or technology targets for the next years. Input could be collected by closed and running RTD projects, scientific papers, building market studies, study tours (and front runner eco-buildings).

8. WP4. Dissemination, Exploitation and Communication (EUREC)

Task 4.1 Dissemination, Exploitation and Communication Plan

- The protocol will be agreed with IWG5 on the kinds of information that the project can disseminate without IWG5's specific approval

Task 4.2 First tools: website, visual identity and templates

- IWG5-CSA's recommended policy on re-use of logo and branding from existing website (<http://www.iwg5-buildings.eu>)
- Concerning the website, there are 2 feasible options:
 - a) Keep the current website with the domain name and redesign a new one (to be hosted by EUREC)
 - b) Keep the current website and create in parallel a website for the project
- The visual identity will depend on the website: if we create a new website for the project, we will have to create a new visual identity, logo,...
- The contact list will be created specifying the person in charge of C&D from each partner
- The DEC (Dissemination, Exploitation and Communication) Plan will be developed within this task
- The first actions to carry out are the creation of the visual identity, the branding guidelines and the templates for internal documents, deliverables and presentation, followed by the creation of the social media accounts and the design of the flyer.

Task 4.4 Secure visibility for IWG5 or IWG5-CSA's work at relevant conferences and in relevant journals

- ECTP will share an Excel file with partners in order to have an exhaustive list of conferences and journals

9. WP5. Management

- Alain suggests to fix all the dates for the 2023 meetings with IWG5 members (online)
- Meeting end of November 2 h: 30' presentation, 1h30 discussion and questions
- Monthly meetings: next in 2 weeks October 10: 9h30 – 11 h
- Create a shared platform

10. Next actions

WP/Task	Action	Led by	By when
WP1/T1.1	Full draft of updated Terms of Reference	ECTP	Oct 2022
	Final version of Terms of Reference	ECTP	Nov 2023
WP1/T1.1	Contact countries registered to B4P representative group	ECTP	Oct 2022
WP1/T1.1	Interaction with Lux to register to B4P	ECTP	Sept 2022
WP1/T1.2	Provide other potential groups that could be added to the list and get back to ECTP to confirm they are interested in leveraging and strengthen those links	All	2022
WP1/T1.4	Contact representatives to have a list of possible study tour	WIP	Oct 2022
WP1/T1.4	Identify location for study tour	WIP	Dec 2022 – Jan 2023
WP1/T1.4	Define list of features for eligible criteria	WIP	Oct 2022
WP2/T2.2	Draft of baseline	EURAC	Feb 2023
WP3/T3.1	Write a potential definition of each task force	All	Oct 2022
WP3/T3.1	Decide which partner leads which task force	ECTP	Oct 2022
WP3/T3.1	Distribute people in each task force	ECTP	Nov 2022
WP4/T4.2	Create contact list specifying the person in charge of C&D	EUREC	Sept 2022
WP4/T4.2	Develop of Dissemination, Exploitation and Communication Plan	EUREC	Dec 2022
WP4/T4.2	Creation visual identity, branding guidelines and templates	EUREC	Dec 2022
WP4/T4.2	Creation of social media accounts	EUREC	Oct 2022
WP4/T4.2	Creation of website	EUREC	Dec 2022
WP4/T4.2	Design of flyer	EUREC	Dec 2022
WP4/T4.4	Share with partners Excel file conferences and journals	ECTP	Sept 2022
WP5/T5.1	Send invitation for first online project meeting	EUREC	Sept 2022
WP5/T5.1	Create shared platform	EUREC	Sept 2022
WP5/T5.5	Fix all the date for the 2023 meetings with IWG5 members	EUREC, ECTP	Nov 2022