

Minutes


Train-to-NZEB Kick-off Meeting and Thematic Workshop

Date: 02.07.2015 – 03.07.2015

Kick-off Meeting


Date: 02.07.2015

Location: Bulgarian Construction Chamber (conference hall), Sofia



Thematic workshop	
<i>Opening</i>	
8:30 – 9:00	Arrivals of the participants. Informal chats
9:00 – 9:15	Official opening by Zdravko Genchev, EnEffect (Bulgaria), project coordinator. Mr. Genchev briefly presents the agenda of the event and the role of EnEffect during the development of the nZEB roadmap and BUS roadmap in Bulgaria.
9:15 – 9:30	Brief introduction of each of the participating experts with facilitator Dragomir Tzanev, EnEffect.
<i>Session 1: CONTEXT AND ADMINISTRATIVE DETAILS</i>	
9:30 – 9:55	EU policies on energy-efficient buildings and RES solutions. The BUILD UP Skills Initiative and the Horizon 2020 Programme <i>Dragomir Tzanev, EnEffect</i> Using the slides provided by EASME (chapters 1-4) Mr. Tzanev made a thorough review on the topic.
9:55 – 11:00	Administrative issues, technical and financial reporting <i>Kalinka Nakova and Dragomir Tzanev, EnEffect</i>  Based on chapters 5-6 of the presentation provided by EASME, EnEffect delivered a detailed review of the administrative and financial provisions of the Horizon 2020 programme and the differences between IEE Programme and H2020 Programme. The main aspects during the technical and financial reporting were clarified. Most of



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	<p>the questions were related to the calculation and reporting of the staff costs, as a special focus was put on the use of in-house consultants. An issue was raised by Horia Petran firm INCERC related to the precise calculation of the monthly rate which, in his opinion, is hardly possible. It was decided that this issue will be discussed in detail during the planned BUS exchange meeting in the autumn of 2015 in Brussels with the participation of the financial officer, if possible. Other topics of the discussion included different options for reporting for SMEs and templates for the financial reports. A very important issue was raised by the representative of the Ukrainian partner MDI related to the inflation levels in this country and the acting legislation which prevents the optimal use of the pre-financing. It was decided that this issue will be discussed with the project and financial officers.</p>
11:00 – 11:30	Coffee break and free chats
11:30 – 12:30	<p>Presentations of the partner organizations</p> <p><i>12 partners present their organizations, main activities and competences</i></p> <p>Each participant in the consortium had 3 min to present his/her organization.</p>
<i>Session 2: MANAGEMENT AND INTERNAL COORDINATION</i>	
12:30 – 13:00	<p>Selection of Steering Committee and adoption of decision-making procedures</p> <p><i>Zdravko Genchev and Dragomir Tzanev, EnEffect (Bulgaria)</i></p>  <p>The Agreement on Steering Committee (previously suggested by EnEffect as a project coordinator) was discussed, and its functions and rules were agreed. Coordinators and Deputy Coordinators from each partner were listed. Project meeting schedule was discussed. The obligations of each partner were determined and agreed. The protocol for the selection of the StC was approved as the necessary changes were introduced in real time.</p> <p><i>Discussion</i></p> <p>Mainly the project meeting schedule and the partners obligations were discussed. It was agreed that at the end of each day of the event all partners can have face-to-face meetings with Dragomir Tzanev and Kalinka Nakova in order to discuss the technical and financial issues of the project</p>
13:00 – 14:00	Lunch
14:00 – 14:20	<p>General overview of the TRAIN-TO-NZEB: approach, goals and milestones</p> <p><i>Dragomir Tzanev, EnEffect</i></p>



	The project coordinator briefly described the main aspects of the TRAIN-TO-NZEB project.
Session 3: WP DESCRIPTION	
14:20 – 15:30	<p>Presentations from WP leaders on their vision and expectations</p> <p>Each WP leader shortly presented his view of the implementation of the WP. Questions were raised as follows:</p> <p>WP1: Management</p> <p>Dragomir Tzanev, EnEffect</p> <p>The presentation continued the discussion from the StC selection session and the general presentation of the project, as the approach, timing and key requirements to the partners were presented in detail. A special emphasize was put on the ethical evaluation and report and the role of the partners from Turkey and Ukraine. It was agreed that the StC will have a leading role in quality assurance and risk management, all issues will be reported well in advance and ad hoc conference calls will be conducted on request by WP leaders on any pressing topic.</p> <p>WP2: Design and setting up of BKHs</p> <p>Ciaran Lynch, Limerick Institute of Technology / Art McCormack, Passive House Academy</p>  <p>The joint presentation by the partners from Ireland had 2 distinct topics – the design of the BKHs based on the best practices by PHA and the business planning process lead by LIT. It was emphasized that the BKHs are undertakings of the local partners and the leading partners will provide mostly guidelines, advice and quality assurance. It was shared that the final goal is to develop an independent knowledge and training centres which respond to the market demand in each hosing country. The work should start immediately, as the first task is that the partners from PHA and LIT provide a questionnaire on which to base the first draft of the ToR. Then, all partners should comment and provide their input to the ToRs before they are finalized. An important issue was raised by LIT, who proposed to develop a guideline for procurement of the equipment for the BKHs. Special attention was paid to the need to attract external stakeholders at these early stages and to use all existing networks (e.g. IPHA) to promote the project and the concept of the BKHs.</p>  <p>WP3: Training Programmes and Training of Trainers</p> <p>Wolfgang Hasper, PHI</p> <p>The representative of PHI presented their experience and practices in development of training programmes and TTT activities and underlined the importance of practical training, which will be provided by the BKH. Mr. Hasper presented his view on the tasks on the project and the involvement of the different partners. Questions were raised on the availability of the training programmes from BUS initiative and other sources. EnEffect declared its engagement to provide the programmes developed on BUILD UP Skills EnerPro and the results of the review</p>



	<p>of the training materials available from other IEE, FP7 and Erasmus projects. This was supported by other project partners, which alleviated the fears of partners from non-BUS II countries that there is not enough available training material. The availability of proprietary training materials was also discussed as it was agreed that this is subject to contracting between the separate organizations according to their usual practice. It was suggested that the review of the training materials should start immediately as it is the base for concept of the new training programmes – which, on their side, should precede the TTT practical course in Dublin scheduled for M6 of the project.</p> <p>WP4: Conduction, monitoring and evaluation of training courses</p> <div data-bbox="395 555 647 864" data-label="Image"> </div> <p>Horia Petran, URBAN-INCERC</p> <p>The leader of the WP presented in detail the internal connection of the proposed activities with other WPs, the time schedule for their execution according to the GA and the potential risks for their implementation. A serious and fruitful discussion was provoked by the statement that the staff effort budgeted for the conduction of the training courses is not sufficient to cover the proposed duration and intensity. It was agreed that this is actually the case for all partners, so the work on the project in each country should adapted to the existing framework, targeting to attract external support, different forms of additional financing and application of short forms of training, at the same time related to the national requirements for acquiring of professional qualification. The quality of the training should not be compromised if market demand should be provoked, which would require even more effort from the providers of trainings. Financing from the ESF-based national programmes should be sought after. This discussion gave the bases for the following discussion on the work plan</p> <p>WP5: Communication</p> <p>Dragomir Tzanev, EnEffect</p> <p>The coordinator stressed on the importance of communication activities and his personal intent and commitment to require strict execution of the proposed actions. He declared to provide a template for the communication strategy by the end of July, which should be further elaborated in distinctive national strategies by the respective national partners/teams. The main components of this strategy were described, as it was emphasized that this is not a strategy for delivering of press releases, brochures and flyers, but for changing of attitudes. The development of the web platform with distance learning capacities was described, with distribution of responsibilities between PHI and EnEffect. The proposed smartphone app to be produced by PHA was also put into discussion.</p>
15:30 – 16:00	Coffee break and free chats
<i>Session 4: T2NZEB ACTION PLAN</i>	
16:00 – 17:30	<p>Discussion on the detailed work plan and the distribution of the resources, provided in advance by the coordinator</p> <p><i>Facilitates: Dragomir Tzanev, EnEffect</i></p>





During the presentations in the previous session and after them the following issues were discussed, as the respective WP leaders provided additional explanations and answers:

- Should a web-based platform for non-expert trainees must be developed? The answer was positive based on the early impressions of BUS EnerPro distance learning platform for trainers (WP2)
- When should the annual training plans for the local BKHs be ready? M12 was agreed as the expected deadline according to the GA (WP4)
- When the training of trainees course will be held? (WP4) After a vote of the Steering Committee it was decided that the next meeting will be in Dublin in late November or early December 2015. The suggestion to switch the timing of meetings 2 and 3 was declined. Discussion on the courses essential details started. It was clarified that 1 representative of each organization will participate in 2 day training the trainer course.
- On the question "Will the country teams will be able to define the concept and the topics of the new training programmes not later than the end of the year?", the following answers were given:

Romania - not sure at this stage, the analyzes of the existing training programmes will start immediately;

Germany - the duration of the training the trainer course may be insufficient for a quality training of trainers;

Turkey - not ready to answer now, the investigation of the existing training programmes will start ASAP;

Czech Republic - this issue needs more discussions.

Dragomir Tzanev suggested that this issue should be discussed at a conference meeting in 1 month.

- On the question "Should we develop a common BKH trademark", an intensive discussion was held. The opinion of the coordinator was that a trademark could be developed only after we are ready to provide high quality service and at the moment, the trademarks of the partners are much stronger and should be used. It was agreed that this is an important issue which should be raised again in during the next project meetings.

Other issues raised:

- using the IPHA for communication purposes. (WP5)
- development of Excel based template for the dissemination events. (WP5)
- development of national bases of certified experts. (WP5)



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	<ul style="list-style-type: none"> - website is where the business makes connection with the project. (WP5) - training programmes focused on nZEB. (WP3) - intellectual rights of the developed materials. (WP3) - ethical review and requirements
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Open thematic workshop, 03.07.2015

Participants: project partners, representatives of the industry, National Agency for Vocational Education and Training, VTCs, higher education establishments, vocational high schools, PH training providers, etc.

Date: 03.07.2015

Location: Bulgarian Construction Chamber (conference hall), Sofia

Timing: 9:00 – 12:30

Thematic workshop	
<i>Session 1: Best practices from Train-To-NZEB partners' network</i>	
9:00 – 9:10	Official opening by Ivan Boykov, Executive Director of BCC, and Zdravko Genchev, Executive Director of EnEffect (Bulgaria)
9:10 – 9:25	<p>BUILD UP Skills Bulgaria, BUILD UP Skills EnerPro and TRAIN-TO-NZEB: three steps for a common goal</p> <p><i>Dragomir Tzanev, EnEffect (Bulgaria)</i></p> <p>Mr. Tzanev made an overview of the Build Up Skills initiative, and presented the main achievements of the BUILD UP Skill Bulgaria project, the results so far and the ambitions of the Build Up Skills ENERPRO project, and its main goal about creating Center of Excellence for EE and RES in buildings. The presentation ended with a review of the Train-to-NZEB project (coordinator, consortium, goals, main activities, setting up of BKHs) and the importance of sharing knowledge and best practices and involving of external stakeholders and creating sustainable partnerships.</p>
9:25 – 9:40	<p>PH Institute: The Building Knowledge Hubs, existing PHI Training Programmes and Training of Trainers</p> <p><i>Wolfgang Hasper, PHI (Germany)</i></p> <p>Mr. Hasper made an overview of the training courses developed by PHI, the target groups, the certificates issued, and the developed training materials. He presented examples from the training materials in Bulgarian developed under the PassREg projects and emphasized the importance of increased skills and practical trainings</p>
9:40 – 9:55	<p>Passive House Academy: Hands-on PH training in Ireland and NY, USA</p> <p><i>Art McCormack, Passive House Academy (Ireland)</i></p>



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	In a very lively and inspiring presentation, Mr. McCormack introduced the training centers founded by PHA in Ireland and USA and the new undertakings in London and Scotland, as well as the training methods used in these centers. He showed illustrative examples for the progressive development of the training activities, the modern facilities used for both building envelope and building services training directions, the common mistakes at the building sites and the success stories of those who already undertook the PHA trainings.
9:55 – 10:15	<p>BUILD UP Skills Ireland: Private investments for trainings in the building sector</p> <p><i>Ciaran Lynch, Limerick Institute of Technology (Ireland)</i></p> <p>Mr. Lynch presented the Irish BUILD UP Skills initiative (pillars I and II) including the lessons learned, the results achieved and the future perspectives. He made a strong point on the importance of the training of trainers, the attraction of external stakeholders and especially policy makers, and the attraction of additional financing.</p>
10:15 – 10:30	<p>BUILD UP Skills Romania: Integration of all stakeholders for provision of quality construction services</p> <p><i>Horia Petran, URBAN-INCERC (Romania)</i></p> <p>Mr. Petran presented the BUS Romania initiative, its main elements, objectives, activities and lessons learned from the project. He provided deep insight on the design of the Romanian platform, the interrelations of the training schemes and specific components, the roles of the stakeholders and the motivation and argumentation developed in the framework of the BUS QualiShell project.</p>
10:30 – 11:00	Coffee break and free chats
<u>Session 2:</u> Best practices from Train-To-NZEB partners' network (cont.)	
11:00 – 11:15	<p>BUILD UP Skills in the Czech Republic: established training practices</p> <p><i>Jiri Karasek, SEVEN (Czech Republic)</i></p> <p>Mr. Karasek presented shortly the BUS initiative in Czech Republic, focusing on the project team, main barriers determined after project analyzes, final results of the project and the conclusions the project team made.</p>
11:15 – 11:30	<p>Studies related to energy efficiency in buildings, Ege University, Izmir, Turkey</p> <p><i>Yusuf Yildiz, Ege University (Turkey)</i></p> <p>Mr. Yildiz started with some history of Turkish architecture (from antiquity to nowadays), and then presented the experience and practices of the Ege University in trainings for energy efficiency in buildings, related to the studies and projects undertaken by the university team in the past years.</p>
11:30 – 12:10	<p>The story of two RES training centres in Bulgaria</p> <p><i>Kiril Konov, VHSE "John Atanasov" (Bulgaria)</i> <i>Irina Stoilova / Radka Ruseva PGTE "Henry Ford" (Bulgaria)</i></p> <p>Mr. Konov and Mrs. Stoilova presented to the participants the educational centers for RES in both schools. Both centers are for education of students as well as vocational training centers for construction workers already on the labour market.</p>



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	Both centers were equipped with the support of private sponsors and different IEE programme projects.
12:30 – 13:20	Refreshments and free chats
Afternoon	<p>Representatives of project coordinator Dragomir Tzanev and Kalinka Nakova had several face-to-face meetings with different project partners (FPIP, BCC, MDI, EGE, LIT, PHA) discussing technical and financial issues concerning the Train-to-NZEB project as well as additional clarification with the WP leaders about their obligations.</p> <p>The interested project members (EGE, INCERC, PHI) visited the training centers of "John Atanasov" and Henry Ford" schools where they were able to see on site how these centers are designed and equipped, test the equipment and discuss future joint activities with representatives of the VTCs.</p>

