

CONSTRUCTION21 – FIRST INTERNAL REPORT

First 3 months period, from 4th of May to August the 4th, 2011

EXECUTIVE SUMMARY

All structures, management, staff and organization is almost complete at consortium and country level. This first reporting period helps to implement all the project coordination routines. Production has started with large translations needed for national C21 websites. The listening phase (case study structure) has begun in July for all partners, but the agenda is not eased with summer vacations. Dissemination activities has begun in all countries alongside with normal activities of all organizations, through meetings, national and international events. Partnership agreements have been signed yet, many to come.

From (at least two) external points of view consortium is strong in mobilization, skills and production. The project avoided the “sleepy start” other projects have experienced. But still, as it is a short project, attention is required at any time. IT Planning is one month late because of late listening phase/contract initial date, with no concern for the project as a whole. Corrective action (priority given to other software packages) was taken in order to ensure deadlines.

Global communication is late. Catching up will be a priority, to be ready for the next conference call. Standardization on communication good practices have to be generalized (map of incentives to join, e-marketing tricks, etc.) As there is no online website by now, heavy dissemination is not essential nor desirable but will be triggered massively after the handover of the C21 national websites after trainer’s training in Barcelona.

Contacts with possible external partners begun (ex. Bulgaria) and aggregation of new countries may come sooner than expected.

Training in Barcelona will be the starting point of a C21 management in a BETA2 platform (not all functionalities available, especially links to C21 GLOBAL and build-up features)

Close next steps are: the end of the listening phase (an European agreed case-study structure); content preparation (start of WP6), which may be the biggest work load to come; intensify partners agreement.

Project Monitoring at a glance, period 4th of May to 4th of August. Data for Italy Estimated.

Hours spent to date: 7,1% of project allocated hours.	Deliverables & Output monitoring: No global percentage yet.
Direct Eligible Cost spent to date: 8,61%	KPI: No Object.
Time : 12% of project duration (3 months on 24)	Noticeable: 2 partners agreements, 2 moderators

1 All Partners Progress Report

1.1 Objectives of the period

1.1.1 Objectives at consortium level

- Kick-Off and first activities focused on the creation of a stable and long lasting base for all the project: knowing each other, understand the outputs and the contract, begin collaboration and first urgent productions;
- Equip ourselves with a communication strategy and a good international communication kit;
- Deployment of a set of management documents (KPI, deliverables, timesheets, etc.);
- First working conference call with BUILD-UP;
- Link with European projects or initiative such as OPENHOUSE and SB ALLIANCE, SUPERBUILDINGS, etc.
- Proceed to first pre-payment.

1.1.2 Country level

At home, all partners had to develop the following basic objectives:

- **Management**
 - Building up their own C21 team, set up of internal management system;
 - Integrate project management document (timesheet, KPIs, accountancy, etc.);
 - Countries with 2 partners have to detail collaboration.
- **Production**
 - Translate CIRIDD's frames for their country websites;
 - First communications to stakeholders, initiating and formalising working contacts to the national partners;
 - Start the listening phase of case study forms and content materials;
 - First country-related communication package.

1.2 Achieved results of the period

1.2.1 At consortium Level (WP1)

All objectives listed before achieved (see list), except the international communication kit, not complete and late at the time of this report (planned date: august).

The IT project is one month late due to several external factors (detailed in paragraph 2.2).

As a result of the first period, a first beta platform is online, based on translation coming from the 6 countries: <http://beta1.construction21.eu/>

1.2.2 At country level

All objectives achieved (listed above); see part 2 for country details.

1.3 Identified problems and corrective actions taken in the period – If any

At consortium level

- Quality of 1st translation (see paragraph 2. For details and corrective actions)
- Late communication material (at 50%, see paragraph 2.)

At country level: no problem reported.

1.4 Main activities in the next period (August – September – October)

1.4.1 At consortium level

- Final release of communication material;
- 2nd BUILD-UP Collaboration meeting, export to be defined;
- EU wide C21 awareness raising;
- Project management strengthened in IFPEB with Ms Véronique Pappe

1.4.2 At country level

The project activities will be extended and developed in-depth. Namely: WP1, WP2, WP3, WP4, WP5, WP6 gives:

- Close the listening phase and have the CASE STUDY STRUCTURE at 100% for the next conference call, for immediate implementation in the national C21 with first 6 outstanding CASE STUDIES per country identified;
- Test and validate the initial BETA Countries C21 websites and lead to BETA2 websites for a basic operational website before December date.
- Establish the trainer's training session's material;
- First real MOU or collaboration agreements with stakeholders (case studies, communities, moderators, etc.);
- Start content elaboration (European wide online Communities of WP6)

This activity will lead to C21 countries website handover in the training in Barcelona in November (ahead of schedule), with no link functionalities to BUILD-UP yet. Please note the detail of the IT Schedule below.

2 Progress of work plan in the period (detail per country)

2.1 Progress on work packages against initial objectives (contract)

2.1.1 WP1 - Management and Oversight

At consortium level

The Kick-off meeting took place the 16th and 17th of May 2011 with the participation of Pau GARCIA AUDI, EACI's project coordinator. Two monthly conference calls took place between all partners (17th of June and 8th of July). One global conference calls with the whole BUILD-UP consortium (Spain, Belgium, Greece) and IFPEB/CIRIDD. Two separate conference calls took place with partners who haven't be able to participate to the conference calls. All the calls and meetings gave written reports and minutes.

Management, planning, follow-up, reporting are in place. Many thanks to Cristina (ESCI) and Consuelo (DGNB) for initial review and feedback to Antonin on initial documents. Thanks to all for providing feedbacks on Deliverables & Outputs Table and Schedule Table (last comment on the 15th of June).

The management, communication and production documents are to date:

Management (except Coordinators specific document)	Communication
<ul style="list-style-type: none"> • C21 CODE OF CONDUCT • An accurate SCHEDULE of the action (tasks, durations, responsible) except for specific IT planning • KPI MONITORING Table • RISK MANAGEMENT Table • OUTPUT and DELIVERABLES: a progress tracking Table • A simple Timesheet (one timesheet / worker in all the project time) • Budget transfer between cost categories Table (the 20% rule, in case) and Budget transfer table between beneficiaries Table (exceptional use) • C21 Internal Report Template • List of EU Events for dissemination • Country Contact List Table (to update with meetings, listening phase and dissemination activities) • Internal progress report template; 	<ul style="list-style-type: none"> • Kick-Off general (extensive) presentation • Basic package: projects logos, charter • Project Facts Sheet (due to EACI) • (Missing: project definitive leaflet) • (Missing: project definitive poster) • (Missing: project definitive Presentation) • Quickly due: website presentation
	<p>Production</p> <ul style="list-style-type: none"> • Example of letters for listening phase and partnerships • French MOU (partners) • Listening Phase Proposed Case study Structure (Excel and Word files).

Tools: A French CONSTRUCTION21 community has been open for project management, *which will be shifted to the English communities website when available*. The phones conferences went from SKYPE to GOTOMEETING for a better quality.

Communication: Partners were provided with a first basic communication package (logos, chart), a full PPT presentation of the project (from Kick-Off), a communication strategy and a proposal for a poster.

The communication strategy will determinate the arguments and style of our communication. It has been agreed in Kick-Off under the suggestions of Steven Borncamp and is based on scarcity.

The project's flyer and poster, which have to be completed by the end of June 2011, *are still under development*. A final analysis and proposition is provided by IFPEB with the help of a PRO. The final versions of the poster/flyer will be decided at the next Skype meeting.

DGNB proposed an article on Wikipedia about the C21 project (like OPENHOUSE). This idea will be implemented as this could be an important "vehicle" to promote C21 and BUILD UP and reach a wide spectrum of key actors.

At country level

All the partners organized themselves for the project execution. Content Manager still to be named in Spain, and a support for Project Manager Chiara BIANCHINI is welcomed at UCV along with Erica HOLLAND.

Initiatives / Country specific Dissemination material (WP1/WP4/WP8)

All partners are equipped with their own collaboration frameworks. They only had to be slightly adapted to recall some aspects of the contract as number of professional touched by the information. Examples of MOU and listening phase letter have been provided by coordinator. Some feedbacks.

- ANCE is into in depth technical discussion with European partners and elaboration of the first version in Italian of C21 following documentation: Abstract (3 pages), PowerPoint presentation (30 pages), Poster (1 p.), Leaflet (2 p.) The Framework Agreement model with Universities ("Accordo Quadro", 5 pages).
- LITHUANIA translated in Lithuanian the initial PPT presentation.
- DGNB already displays online a presentation of C21
 - German Website: <http://www.dgnb.de/de/verein/international/construction21.php>
 - English Website: http://www.dgnb.de/en/about/DGNB_International/construction21.php

A description about C21 both in German and English has been added to the presentation of the DGNB international activities to raise awareness around the project and its main goals, to show DGNB active participation and to involve interested parties and the DGNB Partners' network in the project.

2.1.2 WP2 - Adaptation of existing C21 to a full 6 countries website (...)

Translations

Lengthy translations packages I & II gave a long translation effort.

The communication of the 3rd translation package is due soon (disclaimers and other certification schemes like DGNB).

First (large) Translation Package have caused translation problems. The translation document was generated as a compilation of all the software SQL tables of the French web. The taxonomy has proven to be to accurate and some old case-studies settings may have been proven hard to translate. As some translations from French to English were detected wrong, IFPEB bought as immediate corrective action a professional review that haven't proven to be perfect. In Italy ANCE reworked the first UCV Italian translation. After two disambiguation rounds, words were also difficult to translate out of context, but all the translations were delivered nearly in time.

In the "in-use" phase a "correction ticket" generation is available (send to CIRIDD for correction).

Listening phase

The listening phase began with the Proposed Case Study structure provided on the 26 of July by IFPEB after translation and selection of indicators according to last CEN TC 350 and SB Alliance Recommendations. The initial French Case studies structure have been narrowed from 150 to 70 fields including all the very "odd" ones (address, name of the project, etc.)

DGNB/PE for Germany

The Case study structure have been transmitted to DGNB rating system assessors for feedback and compatibility check. The listening phase will focus on DGNB member companies achievements (best case studies), etc. PE INTERNATIONAL took the first step to integrate Austrian case studies (ÖGNI), and developed 1 case study reviewer.

ANCE for Italy

ANCE already modified (added fields) on proposed case study structure before communication to partners. Then the listening phase will take part in 3 steps:

- First phase "Identification and elaboration of the bilateral support agreements with public and private bodies" (July-Oct. 11) : first contacts with Polito University, Renael, Oice, Bari, Federlegno, Andil and Formedil;
- Second phase "Structuring the listening phase : construction of an Italian C21 database and first warning to the interested public and private parties by means of an Italian information package and section on the Ance Italian portal (September 2011);
- Third phase : "Launch of the Italian website with a seminar to be held in Rome the 27th of September possibly with Apre and Ministry of Economic development.

VG TU for Lithuania: one feedback yet

VG TU proposes to add a sub-chapter with the sufficient data on urban planning. Case studies have been tested by collecting primary data **five** objects in Klaipėda and Palanga cities during the business trip –

four multi-apartment houses and one public building – kindergarten. Below detailed dissemination activities.

IFPEB for France

IFPEB sent the listening phase document to almost 35 partners mainly gathered in France GBC (CSTB, CERTIVEA, HQE, QUALITEL, etc), but also its member’s company and well known institutions or market multipliers.

IFPEB managed a meeting with French participants of SUPERBUILDINGS, ENERBUILT, OPENHOUSE, MED IRH and France GBC where C21 were presented.

Romania GBC

Listening phase has started through meetings.

Spain

Announcement of the start of the project to local stakeholders. Promising feedback received from organization and architects willing to take part in the project. Listening Phase launched in Spain.

General comment: details needed to record how many organization of which kind you are in touch with (GRANT AGREEMENT P. 18). For the project follow-up you’ll have to keep a record of them (the template is Contact List.Xls in Management documents) don’t hesitate to use it by now and send it back to IFPEB.

CONSTRUCTION21 Initial schedule and changes

As English translation is provided earlier for C21 GLOBAL, by IFPEB, CIRIDD proposed to prioritize this phase in order to keep the initial December deadline.

		May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Task N°	Project phase / Duration of the project (in months)	1	2	3	4	5	6	7	8
WP2	Adapting French C21 to create C21 full 6-country intercommunication & database, consolidating in BUILDUP								
T1 ST1	Replicating existing French C21 to 5 partner countries to become C21-EGBE								
T1 ST2	Language packages provided by each partners								
T1 ST3	Platforms customization and language packages integration provided by each partners								
T5 ST4	Hidden online beta plateforme for each partners								
T1 ST4	Adding a new type of case study and adaptation of cases studies for each countries								
T1 ST8	Creating a Catalog "material witness"								
T1 ST5	English language package provided by IFPEB								
T5 ST5	Hidden online beta2 plateforme								
T2 ST1	Development of an english platform to centralize case studies, news, activities community								

Outputs									
1. Language packages provided by each partners									
3. Hidden online beta plateforme for each partners									
5. English language package provided by IFPEB									
6. Hidden online beta2 plateforme									
7. Hidden online beta centralized C21 plateforme									
8. Online C21 network									

Conclusions: The definitive case study structure is to be decided for the conference call of September, the 9th.

2.1.3 WP3 – Training partner staff (contract P. 39)

Training material for MC and TC staff have not yet been prepared or delivered (T1.1). The reason for this deviation is the task is scheduled a bit early: in order to have the dissemination material ready, the national websites have to be almost ready and the web's country administration ready. This is not the case as these are late outputs (month 6 from CIRIDD in initial schedule, see WP2 above for update).

IFPEB will issue a "Map of incentives, communications tricks (e-marketing), etc" to complete the technical information which will be provided to partners.

Training will be held at ESCI Barcelona computer rooms, booked for the November the 8th and 9th.

As proposed by Consuelo (DGNB), we will discuss it amongst partner into a separate call on training in the aftermath of our next conference call to provide definitive input to UCV.

A scheme is proposed by UCV with subcontracts, submitted to EACI.

2.1.4 WP4 – Mobilizing Target Groups – Local communities (contract P. 44)

Country Overview

Ance for Italy

ANCE: First presentation of the draft Framework Agreements "Identification and elaboration of the bilateral support agreements with public and private bodies" (July-Oct. 11) : first contacts with Polito University, Ranael, Oice, Bari, Federlegno, Andil and Formedil;

Structuring of the *Italian system of incentives to promote the participation to the new platform* : regular webinars and ad hoc news and technical documentation proposed only for the members of the Community and possibility to publish best case studies on the Ance specialized reviews (for ex. "Industria delle costruzioni".)

VGTV for Lithuania

Obtaining support agreements from Lithuanian key actors – *one agreement is signed*, three more are approved and four under discussion. Cooperation agreements have been prepared and mailed around with **four** institutions operating on the national level: National Housing and Urban Development Agency by the Ministry of Environment; Urban Development Department of Vilnius Municipality; Real Estate Agency JSC „Oberhaus"; Lithuanian Association of Landscape Architects LALA.

The following **13** meetings with national C21 partners on case studies, agreement preparation and have taken place:

1. Seminar on legal problems and technical solutions of housing renovation, Ministry of Environment 2011.5.22;
2. Presentation of renovation projects for accelerating the renovation process, 2011.6.7;
3. Implementation strategy of renovation programs in different counties of Lithuania, Housing and Urban Development Agency, 2011.6.8;
4. Meeting discussion on VGTU role in housing renovation programs in Lithuania, Housing and Urban Development Agency, 2011.7.12;
5. Seminar on passive house idea in housing renovation, National Association of Passive House Developers, 2011.7.13;
6. Discussion about the role of local community in housing renovation process. Zirmunai local community authority in Vilnius, 2011.7.19;
7. Impact of housing renovation on public health. Meeting with National Health Board at the Parliament of Lithuania, 2011.7.20;
8. Housing renovation and energy efficiency projects in Klaipeda city and the district. Meeting with Klaipeda Consulting Centre of Housing and Urban Development Agency, 2011.7.21;
9. Meeting with contractors, local communities and head of Klaipeda Consulting Centre on four construction sites in Klaipeda (Pilies str. 5, Baltijos str. 71, Debreceno str. 38, Gedminu str. 6), 2011.7.21;
10. Discussion about VGTU involvement in housing renovation process in Palanga city, Palanga City Municipality, Chief Architect S.Bradunas, 2011.7.22;
11. Meeting with the head of renovated kindergarten "Gintarėlis" in Palanga on renovation and energy performance issues, Taikos str. 6 Palanga, 2011.7.22;
12. Meeting in Kaunas City municipality on housing renovation issues and VGTU involvement in Kaunas region, 2011.7.27.
13. Meeting in Vilnius with National Association of Real Estate Developers on issues of energy efficiency in the new and renovated projects, Director M.Statulevicius, 2011.7.29.

Dissemination and communication activities have been developed in five international events organized in Lithuania: presentation and article for 8-th International Conference "Environmental Engineering" May 19-20 in Vilnius; article submitted for the 52-th Scientific Conference of Riga Technical University for October 2011.

ESCI for Spain

This activity will start in September, once the summer holiday period in Spain is finished. ESCI reports the dissemination activities has been delayed because of the lack of communication materials (such as leaflets).

Romania GBC

Announcement of the start of the project to local stakeholders. The project was promoted in a national conference organized by the Romanian Association of Installation Engineers. First expressions of interest for collaboration were received from case study owners and energy auditors. (WP4)

Announcement of the project concept and possible future expansions of the platform to international stakeholders. The project and the possibilities for future expansion were also presented at the World GBC Europe Network meeting from Barcelona. Representatives of 22 GBC's (out of 29 GBC that currently

exist in Europe) assisted at the presentation and many showed interest in C21. (This is an anticipated WP8 activity).

DGNB / PE for Germany

The project has been introduced at June 28th, 2011 during the DGNB members' day to inform our members about the start of the project and its objectives.

First dissemination of the Project at the DGNB booth during the International Congress and Trade Fair "CONSENSE" at June 29th – 30th, 2011.

A description about C21 both in German and English has been added to the presentation of the DGNB international activities to raise awareness around the project and its main goals, to show DGNB active participation and to involve interested parties and the DGNB Partners' network in the project.

The mobilization for CONSENSE has postponed the support agreements or MOU to September. Corrective measures proposed: organize a meeting with PE INTERNATIONAL to discuss about the strategy to obtain the 10 support agreements for Germany by the end of the next reporting period.

PE INTERNATIONAL *will connect its normal activities: training sessions, international webinars (highly recommended!!!) to an introduction to CONSTRUCTION21.*

IFPEB for France

IFPEB has signed a MOU with the syndicate of major building companies EGF-BTP, two more agreement to come (Electrical Manufacturers and Industry Syndicate), and CSTB.

Case studies from Architectural National Prize for sustainability led by EDF Energy Company will be linked to C21.

The end of the listening phase will open way to further agreements with all the France GBC partners (35 organizations targeted).

A Governmental initiative to gather existing Case Studies databases (6 pre-existing in France) is taken and led by CSTB (Building Scientific and Technical Centre). IFPEB is part of the project and CONSTRUCTION21 will play a role.

Several meeting planned with IFPEB members (international companies) to trigger collaborations.

2.1.5 WP6 – Setting Europe wide Communities

If WP6 hasn't started yet officially, there is ongoing talks between Italian partners, the coordinator and EACI for the interpretation of WP6 T4, because the initial meaning of this Task may not be of a great added-value.

Question has been asked to Pau GARCIA AUDI if the statement in our contract may be understood as:

1. **Establishing a Guide to Energy Efficiency in Building** and Self-audits for SME'S. Some SME's are renting their workspace at a professional owner (30% in France) and those which are owner of their own building assets. As SMEs, they are not equipped with in house professionalized building project managers. The T4 would deliver an Energy Saving Guide for SMEs and build a self-audit template; distribute and rise a community on best practices. Negative aspects: a lot of information is pre-existing. A new guide may not be proven to be a very good European added value.
2. **Green Growth** (does energy efficiency trigger innovation in SME's? How do they answer to this market trend? Success stories? etc.) To pilot an European online survey targeting SME's on whether they will try to launch innovative products in the next 2 / 5 years because of the EPBD (energy efficient, cost savings, green devices) or EUP (Eco design directive); whether they are seeking alliances for product development... Are they experiencing green growth on existing products, it is EPBD triggered? We can combine with European success stories, with a "promotion of best performing SMEs" guide. This guide is sent to lot of SMEs for self auditing the opportunities the new EPBD driven building market will offer for them.

UCV would prefer the second interpretation of our contract. ANCE informed. **EACI will take a position before 15th of August.**

2.2 Deviations from the project work plan – If any

Deviation	Taken Action
English translation of websites is done prior to date.	None
First translation's quality	Professional double Check bought by IFPEB, later disambiguation, support centre online for following corrections.
6 weeks delay in listening phase (case study structure, summertime, etc.)	Change in order of web developments, active follow-up of listening phase, end of this phase at mid-September for CIRIDD next developments.
Late MC an TC training content	Action planned to early when compared to IT planning, definition of a call after the next conference call of September to provide inputs for UCV.
WP8 started before date	None. (WP8 had to start already since ROGBC and DGNB had important opportunities for disseminating the information on C21 to international stakeholders)

2.3 Progress regarding deliverables

OUTPUTS AND DELIVERABLES of the period: a dozen of O&D on tracks. Achieved:

2.4 Progress regarding performance indicators

No KPI for the period.

3 Work plan for the next period

3.1 Outlook of your planned activities in the next period

The main actions of the next 3 months period at a glance (see GRANT AGREEMENT for exact)

WP1	<ul style="list-style-type: none"> Welcome Véronique PAPPE in the project for France as co-project manager Next period will close with an official report to EACI. Finalize COMMUNICATION Meeting with project Officer in September
WP2	<ul style="list-style-type: none"> Validate BETA version, creation of BETA2 version Finalize common case study model/structure, definitive EU-wide terminology and common field indicators Identify and implement 6 Case Studies
WP3	<ul style="list-style-type: none"> Accomplish T1.1 to T.3: <i>organization of trainer's training.</i>
WP4	<ul style="list-style-type: none"> Obtain Support Agreements from key actor representatives Recruitment of experts and moderators Design interesting and attracting Online Communities with your country partners.
WP6	<ul style="list-style-type: none"> Launch of content elaboration (6 European communities) Create and launch innovative online thematic communities (other than the 6 mentioned before with partners)
WP8	<ul style="list-style-type: none"> Begins last month of next phase.

3.2 Planned meetings and dissemination activities.

3.2.1 Planned meetings

- DGNB: Introduction of the C21 project to the OPEN HOUSE partners at the next OPEN HOUSE Steering Committee Meeting in Brussels in October 2011, thereby stimulating the partners to collaborate with C21. DGNB will ask to the OPEN HOUSE project manager to publish information about the C21 project in the official website of OH, i.e. <http://www.openhouse-fp7.eu/>

- VGTU:
 1. Meetings with housing renovation stake holders will take place in Kaunas, Panevezys, Siauliai counties;
 2. Meetings with local partners will be continued in a listening phase;
- ANCE: “Launch of the Italian website with a seminar to be held in Rome the 27th of September possibly with Apre and Ministry of Economic development.
- ROGBC: RoGBC will organize first meeting with its members on C21 project in August. First feedback will be collected on the case-study template. Room for delivering a presentation on C21 will be considered for the following RoGBC organized events:
 - Environment, Technology and Design – Bucharest, 29th of September
 - Greening our Hotels, 3rd edition – Sinaia, October 20th
- FRANCE
 - Agreement with 2 events are on tracks.
 - Several meetings planned (France GBC, government, IFPEB members) and one meeting of all European projects in Lyon.
- SPAIN
 - Publication of information about C21 project in the new website of the UNESCO Chair in Life Cycle and Climate Change (ESCI).
 - Poster display and leaflets distribution during the conference “EnerBuiLCA – Life Cycle Assessment in the Construction Sector” to be held in ESCI’s venue in November 2011.

3.2.2 Planned dissemination activities

- DGNB
 - A press release and a newsletter will be written to announce the project, describe its objectives, present the C21 partners, and invite interested parties to refer to the newly developed Platform. The press release will be published on the DGNB website, the newsletter will be sent to all DGNB members and other national and international contacts (more than 5000 persons).
 - As soon as the C21 flyer will be available, this will be distributed at many events (WGBC Week events in Germany and Brussels, DGNB trainings, OPEN HOUSE meetings, EXPO Real in Munich at October 4th–6th etc.) where the DGNB will participate to increase awareness and mobilize national and European key stakeholders for public participation.
 - Introduction to the project and awareness raising by disseminating the C21 flyer during the Info Day “Introduction to DGNB” in Budapest at September 8th, in Sofia at September 30th and in Barcelona in October 2011.
- UCV: C21 will be presented at the 100year conference of the Italian-German chamber of commerce of Frankfurt, Germany.

- ANCE
 - 27th September Ance Apre seminar on Eu funding for energy and C21 presentation
 - 4-5th November 2011 Participation to Restructura
 - Ad hoc local presentation in Ance Territorial activities
- FRANCE
 - Agreement with 2 events are on tracks (Life Cycle Analysis, France GBC)

4 Administrative issues

4.1 First Pre-Payment

IFPEB and ROMENIA GBC renounced to first pre-payment. IFPEB called to prepayment of 2012 fees to all its members for an amount superior to Pre-financing. This will avoid bank costs for a Guarantee. ROGBC will live on own cash to second transfer.

First Pre-payment achieved on the (15 days approx. after payment by EACI), thanks to the action of Cristina at ESCI!ESCI reported costs for the pre-payment and agrees to be refunded as proposed in the 2nd conference call (total amount € 429,02):

(...) Each partner has to afford the (rather small) transfer costs related to its received amount.

- 1st pre-financing: a distribution of the amount is proposed by coordinator and submitted to approval of consortium (DONE)

- The payment received by ESCI is transferred to partners (the acknowledge amount)(DONE)

- ESCI takes note of the transfers' costs relative to each partner on the first payment. These costs are subtracted in the 2nd payment

- In the last payment, the cost of the 2nd Payment and an estimation of the transfers cost of the last payment are subtracted.

4.2 Timesheets

All timesheets were provided except from Italy to date (ANCE, UCV), estimated in consolidation.

5 AGENDA

- C21 partners' conference call: 09.09.2011 and 06.10.2011 at 10H AM.
- Training session for project ant Content Manager in Barcelona: 8 and 9.11.2011
- Meeting with Project Officer Pau GARCIA AUDI, on September, the 9th
- Next conference Call between BUILD-UP and CONSTRUCTION21 teams: 30th of September, 10h00 AM.