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**Vacuum Insulation Panel Association
Communications & Public Relations Working Group
Conference Call Tuesday 24 May 2016, 14:00 CET**

Participants:

Insook Yoo, va-Q-Tec
Michel Chavois, Rexor
John Garbutt, Kingspan
Alison Navon, Hanita Coatings
Maja Tomazin, Knauf Insulation
Reiner Wartusch, Evonik Industries
Gregor Erbenich, Porextherm
Raquel Ponte Costa, VIPA International

Agenda

- 1. Welcome**
 - 1.1 Governance rules
 - 1.2 Approval of the agenda
 - 1.3 Approval minutes previous conference call 24 April 2015 and review of action items
- 2. Governance**
 - 2.1 Terms of Reference of the Working Group
 - 2.2 Election chair of the COM & PR WG
- 3. Website statistics**
- 4. 2016 Communications activities**
 - 2.1 Case studies
 - 2.2 Speaking slots at events
 - 2.3 Promote studies commissioned by VIPA
 - 2.4 Other communication activities
- 5. AoB & date of next conference call**