
VACUUM INSULATION PANEL



GLOBAL ASSOCIATION

VIPA International Board Conference Call

Tuesday, 8 December 2020

15:00 to 17:30 CET

1. Welcome

1.1 VIPA Antitrust Compliance Statement



VIPA International antitrust compliance statement (distributed with meeting docs)

Procedure

- At all times refrain from discussing any company' sensitive information – see VIPA International antitrust compliance statement

You must:

- Judge in the first place
- Behave accordingly
- Avoid discussion of topics, such as those identified in the guidelines, which could create even an appearance of wrongdoing

In case still some issue are raised:

- Secretariat intervene if any questions or doubts
- If necessary, legal counsel can be asked to provide advice

1.2 Approval of the agenda

1. Welcome

- 1.1 VIPA antitrust compliance statement
- 1.2 Approval of the agenda
- 1.3 Approval of the minutes of the virtual meeting 14 September 2020 and review of the action items

2. Avery Dennison Hanita Study: final report

3. Activities

- 3.1 VIP quality certification project
- 3.2 Communication activities
- 3.3 IVIS 2021
- 3.4 Standardisation: CEN and ISO standard

1.2 Approval of the agenda

4. **Kellen services and fees for 2021**
5. **Membership & Finances**
 - 5.1 Status 2020 finances and year-end estimations
 - 5.2 2021 Budget
6. **Any other business & 2021 schedule of meetings**

1.3 Review actions previous meetings

- Partnership with European branch of the AIA to be further discussed once there is more clarity about face-to-face events. **PENDING To be done in 2021**
- Technical WG to work on the idea of developing an app or tool that calculates the energy savings brought by VIPs taking into account different variables (energy cost, floor cost, CO2 emissions, etc). **ONGOING – FIW to present full proposal & demo early 2021**
- Huw Longton to extend the google ad campaign for another month using different keywords. **ONGOING**
- Office to discuss with the Digital Communications WG next steps to the offers from the marketing agencies sent by Gregor Erbenich and Tom Heckard. **ONGOING**
- Office to discuss with RAL how to expand reach of the current VIP label, including the use of other laboratories outside Europe to be used for certification. **COMPLETED**

1.3 Review actions previous meetings

- Office to investigate further the requirements of a keymark label **COMPLETED**
- Technical WG to look at parameters that need to be included in a future label **PENDING decision on next steps about quality scheme**
- Office to launch call for volunteers to join IVIS Task Force which will look at speakers, topics and other practical details of the VIPA Intl session during IVIS next year. **Request sent but no responses received**

2. Avery Dennison Hanita Study

Final Report

Final report approved by the Technical Working Group:

Effect of moisture content on the thermal conductivity of different types of fumed silica VIPs + behavior of different types of fiberglass desiccants

For discussion and decision:

Which results to be presented during IVIS 2021?

3. Activities

3.1 VIP quality certification project

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3.2 Communications

3.3 IVIS 2021

Sponsorship agreement

Agreement still not signed – discussion on contract terms (fee payment in case of event cancellation or in case of virtual event only)

Session organised by VIPA Intl during IVIS:

- Duration: 1h30
- Format: individual presentations covering all applications
- VIPA Intl to pay expenses (travel+accommodation) of speakers

Volunteers needed to discuss topics and speakers

3.4 Standardisation and technical matters

VIPA Intl 2020 Activities: Standardisation

CEN Standard

- Published on CEN website in October – publication in different countries on-going
- Publication in the EU Official Journal still not confirmed
 - VIPA Intl sent formal letter to the Commission asking for standard to be published in the OJEU

ISO Standard

- New work item under voting – more info with national standardisation bodies

3.4 Standardisation and technical matters

R&D Technical

New projects in the pipeline:

- FIW proposal for a app/tool to calculate return on investment/energy savings of VIPs in building applications – initial abstract sent by FIW.
 - Complete proposal and demo to be discussed at the next Board meeting (initial thoughts included in Annexes)
- Specifications for device measuring inner pressure of VIPs

4. Kellen services and fees for 2021

4. Kellen 2020 services

Kellen Services 2020		
1. Operations & day-to-day management	Total Hours	Fees EUR
General operations		
Managing membership inquiries		
Managing database of contacts (members & non-members)		
Sending fee invoices via post and following-up unpaid fees		
Subtotal	218	30.185
2. Finances Kellen Atlanta	Total Hours	Fees EUR
Subtotal		2.000
3. Communications	Total Hours	Fees EUR
Managing website		
6 press releases (5h per PR)		
2 case studies (3h per CS)		
2 Newsletters internal & external (15h per edition)		
Managing LinkedIn presence		
Annual Report of Activities		
1 Animated video		
Subtotal	182	24.165
4. Support to meetings and conference calls	Total Hours	Fees EUR
Board (3 meetings, 2 conf calls, 20h per meeting, 10h per call)		
Executive Committee (2 conf calls, 5h per call)		
General Assembly (1, 20h)		
Digital COM Working Group (2 conf calls 10h per call)		
Technical Working Group (1 conf call, 10 h per call)		
Subtotal	262	36.580
Grand Total	662	92.930

2020 Contract:

Hours not used due to cancellation of physical meetings (2 board + 1GA) were used for:

- Quality certification
- Discussion with GSH
- Discussion with Brunel on IVIS
- 1 additional Executive Committee & Technical WG calls

4. Kellen 2021 services

Same team:

- Raquel Ponte Costa, Senior Association Manager, acting as Executive Director
- Huw Longton, Communications Manager, acting as Communications Manager
- Stefan Gielis, Association Manager, acting as Certification Manager
- Veerle Guns, Managing Assistant, acting as Managing Assistant

Services adapted to 2021 needs:

- 3 Board virtual meetings 2h
- 1 Board full day meeting alongside IVIS
- 32 hours allocated for quality certificate project: next steps still unclear
- IVIS Session: 66 hours including participation of Raquel (2 days)
- Communications: same deliverables + time for support to website revamp

4. Kellen 2021 services

Kellen Services 2021			
1. Operations & day-to-day management	Total Hours	Fees EUR	
General operations			
Managing membership inquiries			
Communications admin (contacts)			
Sending fee invoices via post and following-up unpaid fees			
Subtotal	214	30.190	
2. Finances Kellen Atlanta	Total Hours	Fees EUR	
Subtotal		2.000	
3. Communications	Total Hours	Fees EUR	
Managing website			
6 press releases			
2 case studies			
2 Newsletters internal & external			
Managing LinkedIn presence			
Annual Report of Activities			
Website & logo revamp			
Subtotal	191	24.990	
4. VIP Quality Certification	Total Hours	Fees EUR	
Project management (32hours)			
Subtotal	32	4.210	
5. IVIS	Total Hours	Fees EUR	
Liaison with Brunel Uni on sponsorship			
Contacting and briefing speakers			
Attendance IVIS (2 days, only Raquel)			
Event Task Force calls (2 calls, 10h each)			
Subtotal	66	9.065	
6. Support to meetings and conference calls	Total Hours	Fees EUR	
Board (3 conf calls: 12h per call + 1 meeting 20h)			
Executive Committee (2 conf calls, 5h per call)			
General Assembly (1)			
Digital COM Working Group (2 conf calls 12h per call)			
Technical Working Group (2 conf call, 10 h per call)			
Subtotal	160	22.770	
Grand Total	663	93.225	

5. Membership & Finances

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Membership:

- Resignation of Knauf Insulation confirmed. No other resignations received to date

Expected situation on 1 Jan 2021:

- 12 Regular Members (10,000€)
- 1 Associate Member (5000€)
- 6 Academia Members (750€)

Contacts with prospect members:

- VITEC
- CHEREAU
- Siltherm

5. Membership & Finances

2020 year end estimations:

- Positive surplus in 2020 due to savings from face-to-face meetings cancelled + reduced fees to GSH (roughly 14k).
- Expected reserves on 1 Jan 2021: 37k

2021 budget:

- Same level of membership fees?
- IVIS costs: 10,000€ for sponsorship fee + 5000€ for speaker expenses (no expenses for logo or promotional activities)
- R&D costs: still to be determined but FIW tool proposal estimated 23,000€
- Communications costs: revamp website, logo or new video on transportation segment

5. Membership & Finances

Year-end estimations – profit expected of 15,000€

VIPA International Budget 2020 (EUR)		Q1	Q2	Q3	Q4	Total	%	Year-end estimation
ITEM	Budget							
Income								
Membership fees full members (13): 10,000 EUR	130.000	10.000	100.000			110.000	85%	130.000
Membership fees associate members (1): 5,000 EUR	5.000		5.000			5.000	100%	5.000
Membership fees academia (6): 750 EUR	4.500	750	1.500	2.250		4.500	100%	4.500
Membership fees association members (0): 500 EUR	-	-	-	-	-	-		0
TOTAL INCOME	139.500	10.750	106.500	2.250	-	119.500		139.500
Expenditure								
Kellen fees	92.930	23.232,50	23.232,50	23.232,50		69.698	75%	92.930
GSH agreement annual fee	18.000	0		10.766,00		10.766	60%	10.766
Communications (video, paid advert, design, website hosting)	5.000	400	4.172,29			4.572	91%	5.000
Avery Dennison Hanita Study (90% of total amount 12,500€)	11.250	0				0	0%	11.250
Out of pocket costs (meetings/conf calls & travel expenses)	9.800	274,86	1.539,93			1.815	19%	2.000
Governance (tax return, publication annual report, bank fees, etc)	1.495	107	75,00			182	12%	1.495
Participation at CEN	525	550				550	105%	550
Legal advice	500	0				0	0%	500
TOTAL EXPENDITURE	139.500	24.564	29.020	33.999	-	87.583		124.491
RESULT	-	13.814	77.480	31.749	-	31.917		15.009
Reserve (funds not used in previous years)	23.047	23.047	23.047	23.047		23.047		23.047
End result	23.047	9.233	100.527	8.702	-	54.964		38.056

5. Membership & Finances

2021 Budget

- Only 12 full members following Knauf's resignation
- 2,500€ less income because of GSH fees of Porextherm & Vaku-Isotherm – as agreed in April 2020

VIPA International Budget 2021 (EUR)	
ITEM	€
Income	
Membership fees full members (12): 10,000 EUR	117.500
Membership fees associate members (1): 5,000 EUR	5.000
Membership fees academia (6): 750 EUR	4.500
Membership fees association members (0): 500 EUR	-
TOTAL INCOME	127.000
Expenditure	
Kellen fees	93.225
GSH agreement annual fee	-
Communications (video, paid advert, design, website hosting)	17.000
R&D Activities	-
Sponsorship IVIS 2021	10.000
IVIS speaker expenses	5.000
Out of pocket costs (meetings/conf calls & travel expenses)	5.000
Governance (tax return, publication annual report, bank fees, etc)	1.495
Participation at CEN	550
Legal advice	500
TOTAL EXPENDITURE	132.770
RESULT	- 5.770
Reserve (funds not used in previous years)	38.056
End result	32.286

6. Any other business & dates next virtual meetings in 2021

2021 Meetings

Board virtual meetings in 2021?

- Virtual, 2h: February
- Virtual, 2h: June
- Full day face to face: before start of IVIS – Wednesday 15 September
- Virtual 2h: December