
VACUUM INSULATION PANEL



GLOBAL ASSOCIATION

VIPA International Board Meeting

12 October 2016

11:00 to 16:00

Barcelona, Spain



Agenda

1. Welcome

1.1 Governance rules

1.2 Approval of the agenda

1.3 Approval of the minutes of the meeting of 12 September 2016

1.4 Review of the action items of the previous meeting

2. Finances

2.1 2016 budget: income and expenses

3. Wrap-up 2016 General Assembly and Strategic Planning Session

3.1 VIPA Strategic Plan 2017-2020

4. Implementation of the co-operation agreement with the GSH

5. Statistics

6. Review 2016 Work Plan

7. AoB

7.1 Date of the next Board conference call and schedule of meetings for 2017

Governance 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

1.4 Review of the action items of the previous meeting

- Members to discuss in Barcelona VIPA's participation at IVIS 2017 (abstract, speaking slot, sponsorship, etc). **COMPLETED**
- Members to discuss in Barcelona the working groups and the merger between the PR & COM WG with the PA WG, as recommended by the PR & COM WG. **COMPLETED**
- The secretariat to book the Sagrada Familia tour as social event in Barcelona. **COMPLETED**
- The secretariat to send the feedback survey to the full membership and to prepare a report of the results. **COMPLETED**
- All regular members to send their nominees for the Board elections. **COMPLETED**
- All members interested in the position of President to inform the secretariat about it. **COMPLETED**
- The secretariat to send a doodle for a Board conference call end November, early December. **COMPLETED**

2. Finances

2.1 2016 Budget: income & expenses

VIPA International Budget 2016 (EUR)				
ITEM	Jan	August	October	Dec estimate
Income				
Membership fees full members (14): 10,000 EUR	140,000	100,000	120,000	120,000
Membership fees associate members (4): 500 EUR	2,000	1,000	1,500	2,000
Carry-over from 2015 budget	53,030	53,030	53,030	53,030
TOTAL INCOME	195,030	154,030	174,530	175,030
Expenditure				
Kellen fees	94,535	47,268	70,901	94,535
Technical WG studies:	50,000			
FIW/Hanita study (1st installment)		12,500	12,500	12,500
FIW study (2nd installement: 7500 EUR)		0	0	7,500
Hanita study (1st installment)		12,500	12,500	12,500
Out of pocket costs (meetings/conf calls & travel expenses)	7,000	5,236	9,548	11,000
Communications (website support, professional design, etc)	2,500	2,194	2,194	2,194
Website annual hosting fee (Alias)	400	400	400	400
Bank fees	500	130	400	500
Participation at CEN	500	525	252	525
Legal advice	5,000	920	920	920
GSH Quality Scheme set-up costs	5,000	0	0	0
TOTAL EXPENDITURE	165,435	81,674	109,616	142,574
RESULT	29,595	72,356	64,914	32,456

See comments on excel sheet in the Annexes. Expect to finish 2016 with a surplus of 32,000 €

3. Wrap-up 2016 General Assembly and Strategic Planning Session



VIPA Strategic Plan 2017-2020: implementation

4. Co-operation agreement with the GSH



Implementation:

- **Entry into force:** January 2017 (2,500 EUR per member/plant)
- **Impact on VIPA 2017 budget:** at the moment 3 members/plants (va-Q-tec, Porextherm and Microtherm) using the label so 7,500 EUR
- **Task Force reviewing the quality and testing regulation document**

5. Statistics

General rules on statistics collection

- Only **aggregate data** can be published. Individual market shares cannot be published, circulated or discussed.
- It must not be possible to infer **individual market shares**:
 - At least 3 material (>5 % of the market) contributors for each entry
 - No dominant contributor (>75% of the market)
 - If possible, the pool of companies participating to the exercise should be kept constant – new big player can change the data dramatically from one year to the other
- Statistics on **costs and prices** should not be discussed or gathered
- Data on **sales** are preferable over data on **production**

5. Statistics

Statistics collection: process

- A **Task Force** should be created to discuss which data should be gathered:
 - Total sales/sales per market segment (appliances, buildings, transport)/sales per type of panel
 - It is possible to gather also estimates of the total market
 - Which geographic area? (Europe, EU28, EMEA, Global)
 - Which unit of measure?
 - Timeframe? (6months / 1 year)
- An **excel file with guidelines** to gather stats will be created and circulated to the members
- Statistics should be sent to the VIPA secretariat or to a third person (also in Kellen). A non-disclosure agreement should be signed.
- Data should **not be recent**: for annual statistics 6 months should have passed before publication.
- **Publication of statistics**: statistics can be kept internal, published or sold.
- All documents and process must be reviewed by a **lawyer**, who will advise on what can be published or shared with the members

6. Review 2016 Work Plan

See detailed update in the Annexes

VIPA International Work Plan 2016 – October Update

Strategic Areas	Milestones	Initiatives	Responsibility	Status – 7 October
Governance	Provide VIPA International with the appropriate structure for the association to grow in size and effectiveness	• Discuss options to review Bylaws • Come to a consensus on a new structure for the association and ensure buy-in from all members • Present new proposed Bylaws to the 2016 General Assembly • Prepare for succession of Roland Caps	Board Secretariat Legal counsel	• Bylaws Taskforce agreed on a set of recommendations which were approved at Board meeting of 14 April and will be submitted to the General Assembly for vote • Membership satisfaction survey organised between 13 September and 3 October. 10 responses received. The results will be discussed at the Strategic Planning Session in Barcelona • Strategic Planning Session on 11 October 2016 in Barcelona to discuss mid to long-term objectives for VIPA
Finances	Ensure a sound and transparent financial management of the association	• Treasurer to control expenses • Secretariat to ensure fee invoices are paid in time • Quarterly financial update to be provided at Board meetings	Secretariat Treasurer	• 2016 fee invoices were sent early February • 2 regular members did not pay the 2016 fees and will be excluded from membership • Expenses are going according to plan. • We expect to finish the year with a surplus of around 30,000 EUR

7. AoB

- **Any other business?**
- 7.1 Date of the next Board conference call and schedule of meetings for 2017
 - Items for discussion at the next Board conf call:
 - 2017 budget and activities
 - Kellen offer of services and fees for 2017
 - Other?

VACUUM INSULATION PANEL



GLOBAL ASSOCIATION

Raquel Ponte Costa

Francesco Gattiglio

Bénédicte Lambert

VIPA-international@kelleneurope.com

Phone: +32 2 761 1681 Fax: + 32 2 761 16 99

<http://vipa-international.org/>