
VACUUM INSULATION PANEL



GLOBAL ASSOCIATION

VIPA International

Executive Committee Conf Call

Tuesday 15 November 2016, 16:00 to 17:30 CET

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

Agenda

1. Welcome

- 1.1** Governance rules
- 1.2** Approval of the agenda
- 1.3** Approval of the minutes of the conference call of 6 June 2016

2. VIPA International finances

- 2.1** Status of income and expenses
- 2.2** Draft 2017 budget

3. Activities for 2017

4. Kellen

- 4.1** Overview Kellen hours used vs. budgeted
- 4.2** Services and fees for 2017 – first draft

5. AoB

- 5.1** Board face-to-face meetings in 2017
- 5.2** BAU in Munich

2. VIPA International finances

VIPA International Budget 2016 (EUR)			
ITEM	EUR	Actuals at 1st Nov	31 Dec estimate
Income			
Membership fees full members (12): 10,000 EUR	140,000	120,000	120,000
Membership fees associate members (3): 500 EUR	2,000	1,500	1,500
Carry-over from 2015 budget	53,030	53,030	53,030
TOTAL INCOME	195,030	174,530	174,530
Expenditure			
Kellen fees	94,535	70,902	94,535
Hanita & FIW joint study	12,500	12,500	12,500
FIW study 2nd installement	7,500	7,500	7,500
Hanita study	12,500	12,500	12,500
Out of pocket costs (meetings/conf calls & travel expenses)	7,000	9,851	11,500
Communications (website support, professional design, etc)	2,500	2,409	2,409
Website annual hosting fee (Alias)	400	400	400
Bank fees	500	150	150
Participation at CEN	500	525	525
Legal advice	5,000	920	920
GSH Quality Scheme set-up costs	5,000	0	0
TOTAL EXPENDITURE	147,935	117,657	142,939
RESULT	47,095	56,873	31,591

For more details, see excel sheet in the annexes

2. VIPA International finances: 2017 budget

VIPA International Budget 2017 (EUR)	
ITEM	EUR
Income	
Membership fees full members (12): 10,000 EUR	120,000
Membership fees associate members: 5,000 EUR	-
Membership fees academia (3): 500 EUR	1,500
Membership fees association members: 500 EUR	-
Carry-over from 2016 budget	30,000
TOTAL INCOME	151,500
Expenditure	
Kellen fees	?
Technical WG studies (2nd installments of on-going studies)	25,000
MIS 2017 sponsorship	15,000
GSH Quality Scheme set-up costs	7,500
Out of pocket costs (meetings/conf calls & travel expenses)	7,000
Communications (website support, professional design, etc)	2,500
Website annual hosting fee (Alias)	400
Bank fees	250
Participation at CEN	525
Legal advice	5,000
TOTAL EXPENDITURE	63,175
RESULT	88,325

Conservative estimate, based on current membership numbers (12 full members and 3 academia).

Some companies are very likely to join as of 1 Jan 2017 (Vaku Isotherm, Rockwool...)

3. VIPA International 2017 Activities

Items agreed in Barcelona

- Increase membership (see outreach efforts on slide 8)
- Raise awareness to VIPs:
 - Continue publishing case studies and press releases
 - Contact associations of architects, building designers, etc
 - Participate at IVIS 2017 in France
 - Venue: cité universitaire de Paris (Paris south)
 - Speaking slot at opening session is confirmed. FIW will prepare 2 abstracts
 - CSTB contacted us last week and asked for:
 - open contribution of 10,000 EUR
 - help with promotional activities especially towards industry and press
- Monitor discussions about EU buildings energy efficiency package (no active involvement)
- Promote GSH Quality Label and review GZ 960 document
- Support standardisation:
 - Finalise studies on water vapor permeation and lift-off technique

3. VIPA International 2017 Activities

Items not yet decided:

Statistics

- Advice sent by WilmeHale – is that enough info for the meeting on 5 December? Shall we ask for more clarification on something else to WilmerHale (eg. specific info on estimates?)

Asian Working Group

- Working Group Members: Kingspan, Hanita, Porextherm, Creek Qingdao Kerui, South Korea University
- Next steps: first conference call the next weeks?
- Status of Hanita's proposal on standardisation in China?

3. VIPA International 2017 Activities

Membership outreach activities since meetings in Barcelona:

Mailing sent to all contacts (see Francesco's email update)

Individual calls with the following companies:

Vaku Isotherm: said it will join in 2017 but it has not yet sent application form

Panasonic: will take a decision closer to the following financial period March-April 2017

The Vac Company: Limited interest in joining but asked to re-discuss early 2017

Rockwool: call scheduled on 10 Nov

BSH Hausgeräte: interested in joining. Call scheduled on 10 Nov

Amcor: not yet producing VIPs but interested in the market. Too early to join the association. Plan to attend IVIS

4.1 Overview Kellen hours used vs. budgeted



67% of Kellen's budget was used until Q3. We estimate to consume 100% of the budget until the end of the year. Some services were delivered extra and other services initially foreseen did not take place:

Services/hours not used	Extra services/hours
Less conference calls: • 2 instead of 3 for the Executive Committee • 1 instead of 3 for the COM & PR Working Group • 2 instead of 3 for the IVIS Task Force	10 press releases published, instead of the 6 PR foreseen initially 4 conference calls of Technical WG instead of 3 initially foreseen
Less newsletters and case studies: • 3 instead of 4 Newsletter • No external newsletters • 3 instead of 5 case studies	Organisation of the General Assembly in Barcelona (including social event and hotel bookings) which was not foreseen at the beginning of the year (20 hours extra)

See excel sheet enclosed for more details

4.2 Kellen fees and services for 2017

Offer of services adapted to 2017 activities

- 2 reduced editions of the Newsletter for members
- 2 case studies
- 6 press releases
- Contacts with prospect members
- Contacts with stakeholders (association of architects)

Meetings/conference calls based on 2016 numbers:

- 2 Board meetings and 2 Board conf calls
- 1 General Assembly
- 2 conf calls of the Executive Committee
- 3 conf call of Technical WG
- 3 conf call of PA & COM WG
- Participation at IVIS: 2 full days

See more details in the excel sheet enclosed

TOTAL Fees for 2017: 61,655 EUR

5. AoB

5.1 Board face-to-face meetings in 2017?

- 1st Face-to-face Board meeting: around March
- 1st Board conference call: June
- 2nd Face-to-face Board meeting: Tuesday afternoon, 19 September
- *General Assembly on Tuesday morning, 19 September 2017 (before IVIS)*
- 2nd Board conference call: end November-early December

5.2 BAU in Munich

- Too early for a face-to-face meeting even though most members will be there
- Kellen's participation at BAU for membership outreach: 1,240 EUR for full day attendance

Any other business?

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