

## **Vacuum Insulation Panel Association Executive Committee Conference Call, 15 November, 16:00 to 17:30 CET**

### **Participants:**

Gregor Erbenich, Porextherm  
Vladimir Pogač, Turna  
Raquel Ponte Costa, VIPA International Secretariat

### **Apologies:**

Oved Shapira, Hanita Coatings

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## **Minutes**

### **1. Welcome**

#### **1.1 Governance rules**

Raquel Ponte Costa welcomed all participants and reminded them about the antitrust compliance statement of VIPA and the competition law principles that need to be respected during the meeting.

#### **1.2 Approval of the agenda**

The agenda was approved with no modifications.

#### **1.3 Approval minutes previous conference call 6 June**

Participants in the meeting approved the minutes. All actions related to the meetings in Barcelona and were therefore completed.

### **2. VIPA International finances**

#### **2.1 Status of income and expenses**

Raquel presented the latest financial info. In terms of income due to the loss of 3 members, we will finish the year with less 20,500 EUR than expected which is quite a significant loss but compensated by the carry-over of the 53,000 EUR not used in 2015. With regards to expenses, Raquel mentioned that most items are going according to plan. The out-of-pocket expenses will be higher than initially planned for because of the General Assembly in Barcelona which was not foreseen at the beginning of the year. One member wondered about the value of organising such a face-to-face meeting with a social event, given the high costs it represents. Raquel agreed that this is something to be discussed and highlighted that in 2017 the General Assembly will take place just before IVIS, which means that we don't need to pay for meeting rooms nor organise a social event. During the IVIS 2015 in Nanjing, NUAA made available free meeting rooms for the VIPA meetings so Raquel mentioned she expected the CSTB to do the same, although this still needs to be confirmed.

With regards to communication costs, Raquel explained that the translation of the website to Chinese is underway. The actual translation costed 200 EUR but adding it to the website will cost 500 EUR because it means creating a copy of the entire website. The IT company will also acquire a Chinese website domain for VIPA ([ch.vipa-international.org](http://ch.vipa-international.org)). In terms of legal costs, Raquel added that the law firm has not yet sent the invoice for the memo on the statistics so this is something still to add to this year's list of expenses, but it will certainly not reach the 5000 EUR initially set aside for legal issues.

With regards to the technical studies, Raquel clarified that all invoices were already paid this year. What is missing is the second instalments of the Hanita study and the joint FIW-Hanita study which will come only in 2017 once the studies are finalised. Members hinted that the expenses with the technical studies will have to be reduced in 2017 due to smaller level of income expected, unless new companies join the association. Members had no further questions on the 2016 accounts.

#### **2.2 Draft 2017 budget**

Raquel presented a draft estimate for next year's budget. She emphasised that this is a very conservative estimate based on the current number of members (12 regular and 3 academia). Notwithstanding, Francesco is in contact with different prospects and it is very likely that new companies will join in 2017, increasing hence our income level.

Members agreed with the numbers presented and had no comments to it. Participants in the call were of the opinion that if we don't get new companies to join the association, then we will need to limit activities to the minimum needed. The priorities should be standardisation and raising awareness to VIPs.

### 3. Activities for 2017

Raquel summarised the priorities discussed in the meetings in Barcelona:

- Increase membership
- 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)
- Support the GSH VIP Group in the review of the GZ 960 document
- Support standardisation:
  - Finalise studies on water vapour permeation and lift-off technique

Members agreed that this summarises what was said in Barcelona. The provisional budget for 2017 is quite reduced and there's little manoeuvre to do something else. Another item that needs to be discussed already in 2017 is VIPA's intentions with regards to IVIS 2019. The association should host the next edition of IVIS.

With regards to statistics, Raquel asked members for their opinion on the memo prepared by the law firm and if they need more information for the conference call of 5 December. Members thought that the memo was clear enough. The main issue they see is that the membership numbers of VIPA are still quite reduced so it would be better to first gather a big number of companies before starting to collect statistics. According to the memo sent by WilmerHale, the number of companies that participate in the exercise needs to be more or less the same every year. Otherwise there is a risk that people might be able to determine the market share of the new participants. For this reason, participants in the call were of the opinion that VIPA should first increase the membership and then consider collecting statistics from the members.

On the Asian Working Group, Raquel reported that Kingspan, Porextherm, Hanita and Creek Kerui volunteered to take part in the Working Group. Raquel volunteered to ask Oved if he already has a second proposal to present to VIPA with regards to the standardisation process in China. Members agreed with that and suggested to organise the first conference call to see which activities the Working Group will propose to work on.

#### **Action:**

Raquel to call Oved to discuss the first conference call of the Asian Working Group.

Raquel mentioned the CSTB called the secretariat to check if VIPA was willing to support the event. The CSTB thought of a different sponsorship structure for IVIS next year with very small sponsorship fees of 2000 EUR. In addition, they will ask some partners, like VIPA, the ADEME (French energy agency) to give what they call an open contribution. The CSTB said that an amount of 10,000 EUR would be very much welcomed. In exchange, VIPA would be considered a partner of the event and would also have a speaking slot at the opening session. In addition to the financial contribution, the CSTB also asked if VIPA could promote the event towards industry and specialised press.

Members welcomed the information and agreed with this level of engagement. However, this is to be decided at the Board conference call of 5 December.

About membership outreach, Raquel reported on the latest contacts made with 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 has limited interest in joining but asked to re-discuss early 2017

- Rockwool said it is interested. We are trying to schedule a call with them
- BSH Hausgeräte is interested in joining and will take a decision before 5 December
- Amcor is not yet producing VIPs but is interested in the market. It would be too early for them to join the association, but we planned to meet during IVIS in Paris.

One member suggested contacting the German company Wacker who produces fumed silica.

#### 4. Kellen

##### 4.1 Overview Kellen hours used vs. budgeted

Raquel presented the overview of Kellen hours used in 2016 compared to what was planned initially. She explained that some services were not delivered (less case studies than expected and less conference calls) but other additional services which were not planned initially took place instead, especially the organisation of the meetings in Barcelona (hotel bookings and social event organisation). All and all, this means that the total hours foreseen for 2016 will be used until 31 December 2016. Members had no questions on this.

##### 4.2 Services and fees for 2017 – first draft

Raquel went through the proposed services and fees for 2017. She highlighted she adapted Kellen services to what happened in 2016 (less case studies and conference calls) and reduced the number of hours dedicated to some items (for instance, Kellen proposes to publish a reduced version of the Newsletter and limit it to 2 editions instead of 4). She said she reduced things in order to meet the tight budget of VIPA for 2017, taking a conservative approach of no new members joining the association.

Members agreed with the proposed fees and services. One member highlighted that indeed some members complained that there are too many emails and conference calls so perhaps this new offer of activities tackles these comments.

#### 5. AoB

Under any other business, Raquel suggested the following schedule of meetings and conferences calls for 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

Raquel mentioned that organising a meeting at BAU would not make too much sense because the next Board conference call is on 5 December and between December and January not much will happen. Members agreed with this suggestion and asked Raquel to look at the availability of the Kellen meeting rooms for March and April.

##### **Action:**

VIPA secretariat to send a doodle with the dates where Kellen meeting rooms are available in March and April.

Still related to BAU, Raquel mentioned that it was said in Barcelona that the secretariat should attend BAU to reach out to companies present there. Raquel explained that this is not foreseen in the budget and would be charged extra. Members suggested asking all Board members if they are attending BAU and if so, that they should make an initial contact with prospect companies at the event. The secretariat would then follow-up on this initial contact at BAU.

##### **Action:**

- Secretariat to ask who is attending BAU
- Members attending BAU to promote VIPA membership and pass on all contacts made to the VIPA secretariat
- Secretariat to send brochures to Munich for the members attending BAU.

No other item was discussed. The conference call finished at 17:30.

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