

**Vacuum Insulation Panel Association
Executive Committee Conference Call
Monday, 6 June, 14:00 to 15:00 CET**

Participants:

Roland Caps, va-Q-Tec
Oved Shapira, Hanita Coatings
Vladimir Pogač, Turvac
Raquel Ponte Costa, VIPA International

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 23 November 2015 and review of action items

Participants in the meeting approved the minutes. There were no relevant actions remaining from the minutes of the previous conference call.

2. VIPA International finances

2.1 Status of income and expenses

Raquel went through the budget update and explained the status of the income and expenses. To date there are still 7 companies that have not yet paid the 2016 membership fees. The invoices were sent out early March which means that as of the end of June these companies still in default could see their membership rights restricted. Our bylaws mention that if members don't pay the invoices within 3 months after they are due, the logo is removed from the website and they cannot vote at meetings until the fees are paid.

Members were surprised that so many companies have not yet paid their fees and asked the secretariat to go ahead with the reminders as soon as possible.

Action:

VIPA secretariat to remind companies to pay their membership fee invoice.

On the expenditure side, Raquel explained that everything is going according to plan. Even if there is still some income missing, the funds that were not used last year are enough to pay for the expenses incurred so far.

Members had no questions about the budget update.

2.2 Overview Kellen hours used vs. budgeted

Raquel shared an overview of the hours Kellen already used in the first quarter of 2016 compared to what was budgeted at the end of 2015 when the Kellen contract was discussed and approved.

Globally, everything is going according to plan. In some items (support to review of Bylaws) most hours have already been used whereas in other items (Board meetings) no hours have been used because no meeting took place in the first quarter of 2016. Members had no questions about this overview.

3. Implementation co-operation agreement with the GSH

Roland Caps reported he had a meeting with Klaus Zipp in Hamburg during the general assembly of the GSH in May. The latest draft of the co-operation agreement sent by the GSH states that VIPA should pay an annual fee per plant, instead of per company using the label. Roland is of the opinion that VIPA should ask that to be

changed back to companies/users which would be more favorable to VIPA. Roland added that in the future instead of companies/plants a distinction could be made between applications or products. Currently the label only applies to buildings but in the future if it is extended to other applications, then a new division could be added. Participants in the call agreed with Roland's comments.

Roland provided the following clarifications:

- Agreement signature: when can we sign the agreement? Will it become effective upon signature?
 - The agreement will only enter into force as of January 2017. It will be signed in autumn. Roland mentioned the following timeline:
 - 4 July: meeting between Roland, Klaus Zipp and other VIP experts (Hans-Frieder Eberhardt) to discuss the terms of the co-operation agreement and review the Quality and Testing Regulations for VIPs. Roland explained the document will be updated with the latest studies and decisions taken by the CEN TC 88 WG 11. The quality and testing regulations document should be extended to cover any application (different service life times) and any core material (fumed silica, fibers, powders, foams) with and without desiccants. Roland mentioned that it would be good to have the input of companies that use glass fiber as core material. In that sense, this is a good opportunity to invite Panasonic to join the association.
 - Following this meeting, a new draft of the document will be sent to the VIPA Technical Working Group for discussion
 - After September: meeting to discuss new draft of the document and formally sign the co-operation agreement
- VIPA Quality WG: who will take part in this WG, besides the VIPA members? Will Mr Zipp represent the GSH on the VIPA Quality WG?
 - The VIPA members owing the label will take part in the GSH Quality WG together with the other companies that are members of the GSH like Vaku Isotherm. Related to that, Roland added that Vaku Isotherm was also present in Hamburg and mentioned they will join VIPA in 2017.
- Does VIPA as a (one) member represents all VIPA-members that owns the RAL-label or does every individual VIPA-member that owns the RAL-label would be member in the GSH-VIP group, including voting rights etc
 - The later applies: each VIPA member owing the label will have a seat at the GSH-VIP group, including voting right.

4. 2016 General Assembly: date and location

Raquel mentioned her suggestion of holding a two-days meeting towards the end of September or the beginning of October somewhere in Europe, in a city that is easy to access and not too expensive for meetings. This is the suggested planning:

Day 1

11:00 to 16:30: Strategic Planning Session with the Board, Associates and Working Group members to discuss progress achieved in the past 2 years and set some objectives for the next 3 to 5 years

17:00 to 19:30: social event (visit to museum, city guide)

20:00: dinner with all members

Day 2:

09:00 to 10:30: General Assembly (for all members)

11:00 to 15:30: Board Meeting (for Board members only)

Raquel highlighted that in the past conference calls of the Working Groups some companies complained about the low attendance and engagement of other companies. A meeting with all the working groups, associate members and board members would be an opportunity to review the association together and get everyone to contribute. Members agreed with this suggestion and asked the secretariat to go ahead and find a date for the meeting.

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Actions:

- VIPA secretariat to find date for the two-days meeting with the full membership in September-October.
- VIPA secretariat to look for venues and send price estimation to the Executive Committee for decision.
- VIPA secretariat to start preparing the strategic planning session and draft an overview of the accomplishments of VIPA in the past 2 years to be circulated ahead of the meeting.

Still related to the General Assembly topic, Raquel reminded members that this year all Board seats are up for election, together with the position of vice president and treasurer. Roland Caps announced last year that he would terminate his mandate in 2016 so Raquel asked him to confirm that. Roland explained that indeed he would prefer to terminate his mandate at the next General Assembly. He will probably continue as Board member until the summer of 2017 as he will be working only part-time.

5. AoB

Under any other business, Raquel reported that none of the manufacturer members expressed interest in the TNO project on LNG tankers. As a result VIPA will not participate at the project.

No other item was discussed. The conference call finished at 15:00.
