VIPA International Global Office
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Vacuum Insulation Panel Association Board Meeting
Tuesday, 13 February 2018, 09:30 to 16:30 CET
VIPA International Offices: 142 Avenue Jules Bordet, 1140 Brussels, Belgium

Participants:
Gregor Erbenich, Porextherm, VIPA International President
Yoash Carmi, VIPA International Vice-President, Avery Dennison Hanita
Tadej Sekavčnik, Turvac
Geert Houvenaghel, Microtherm
Miaotian Sun, Qingdao Kerui New Environmental Materials Group
Roland Caps, va-Q-tec
Gary Chalkley, Camvac
Uroš Cotelj, Knauf Insulation
Sebastian Baars, Vaku Isotherm
Raquel Ponte Costa, VIPA International Executive Director
Francesco Gattiglio, VIPA International Policy Officer
Bénédicte Lambert, VIPA International Managing Assistant

Apologies:
Michel Chauvois, Rexor
Christoph Tontrup, Evonik Industries
Vladimir Pogač, Turvac, VIPA International Treasurer
YanQing Zhou, Hongda Suzhou V.I.P. New Material
Thomas Heckard, C-Safe
Richard Burnley, Kingspan
Tony Scott, Kingspan
Se-Won Yook, AIMT Corporation
Pascal Rousset, Rexor

MINUTES

1. Welcome

1.1 VIPA antitrust compliance statement

Raquel Ponte Costa opened the meeting and welcomed all participants. The participants were reminded of the anti-trust rules that have to be respected.

1.2 Approval of the agenda

The agenda was approved by all participants, without any additions.

1.3 Approval of the minutes of the conference call of 8 December 2017

Participants approved the minutes as a correct statement of the decisions and actions agreed on 8 December 2017.

1.4 Review of the action items of the previous meeting

Francesco Gattiglio reviewed the actions items. The following actions were not complete and will remain in the action list:

Actions:
- Members to provide new case studies for the VIPA website.

- Gary Chalkley and Michel Chauvois to contact Saint Gobain to discuss VIPA membership.

Regarding the possible membership of EDF, Michel Chauvois informed the secretariat that EDF R&D is directly financed by EDF, and it is therefore not possible to separate the two companies. Their main interest is to sell technical studies to VIPA. All participants agreed that if EDF R&D wants to join VIPA, they should do it as associate member and not as academia member.

Decision:
Board members present in the meeting agreed that EDF does not qualify as academia member.

Members were asked to provide case studies for the website, since the latest case study was uploaded in April 2017 and it is important to have fresh content on the website. Geert Houvenaghel reported that he will be able to provide a case study before summer. Sebastian Baards asked to have information on the number of people who downloaded the case studies from the website. The secretariat will provide this information in the coming weeks.

On membership outreach, participants asked the secretariat to focus efforts on 5-6 key players. The identified companies are Panasonic, LG Hausys, Variotec, Kuraray, Kevothermal and OCI. Tadej Sekavčnik will get in touch with OCI to discuss VIPA membership, while Gary Chalkley will provide new contact details of Kevothermal. Participants also asked to include information on the benefits of being a member of VIPA in the website.

Actions:
- VIPA secretariat to provide data on number of people who checked the case studies in the website.
- All board members and the VIPA secretariat to contact identified key companies to discuss VIPA membership.
- Tadej Sekavčnik to get in touch with OCI to discuss VIPA membership.
- Gary Chalkley to provide new contact details of Kevothermal.
- VIPA secretariat to include information on the benefits of being a member of VIPA in the website.

2. Internal matters

2.1 Exclusion of NUAA for non-payment of 2017 fees

Raquel explained that after several contacts with Professor Chen he still has not paid the 2017 membership fees (500 EUR). According to our Bylaws (article 2, section 5), the Board can vote on NUAA's exclusion. All members agreed that the non-payment of the fees leads to membership exclusion.

Decision:
Board members present in the meeting agreed to exclude NUAA from the membership of VIPA.

2.2 Evonik's new board member

Raquel informed that Christoph Tontrup (Director Marketing Batteries, Ceramics & Metals, Thermal Insulation) will replace Reiner Wartusch as Evonik board member. He could not attend today's board meeting but Raquel has scheduled a call with him to brief him about the association.

2.3 VIPA new office address – Bylaws need to be updated

Raquel informed Board members that Kellen is moving offices on 1 July to Avenue de Tervueren 188a, near Square Montgomery. As a consequence article 2 of the Bylaws will need to be updated at the next General

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Assembly to include the new address. Raquel also mentioned that the new office will have two floors: one for staff and one with just meeting space. The usage of the meeting rooms will not be for free anymore. A small fee will be charged (200 EUR for full day meeting) in case VIPA wants to use the meeting rooms of Kellen.

2.4 2017 annual accounts

Raquel went through the final numbers of 2017. We finished the year with a very positive result of 27,923 EUR. Since VIPA is registered in the USA as a not-for-profit association this result will not be subject to taxes and can be used in 2018. In terms of revenue, Raquel explained that two new companies joined VIPA (AITM and C-Safe) but since they joined in the second half of the year they did not pay the full fee of 10,000 EUR. On the side of the expenses Raquel went through each item. Members had no questions on the expenditure.
One member asked why there was such a significant profit and why the money was not used for something else. Both Raquel and Gregor Erbenich gave a number of reasons: first and foremost Raquel mentioned that there is always caution while agreeing on a budget because we are never sure that we will finish the year with more or less member companies. If one company decides to resign without paying the fees this can represent a significant setback in the plans of the association. It is good practise to have around 15% of the operating budget in reserves just in case something unexpected happens. In addition to that, two proposals for studies were not approved by the Board which resulted in a very positive result at the end of the year.

Decision:
Board members present in the meeting approved the 2017 annual accounts.

2.5 Draft 2018 budget

Raquel presented the 2018 budget estimations based on the same membership fee levels of previous years: 10,000 EUR for full members; 5000 EUR for associates and 500 EUR for academia and associations.
One member asked about a budget for studies. Raquel asked members if there was any topic that needed to be researched but no concrete suggestion was made. Members discussed that since the creation of the association a significant amount of funds have already been invested in technical studies. If the Technical WG makes an interesting proposal that brings value to the members, the Board can always discuss how to fund it but for the moment members preferred not to allocate any specific funds to technical studies.

With regards to the VIP market report later in the meeting it was decided to allocate 33,000 EUR for that (see agenda item 3.1) and 10,000 EUR for the organisation of a small conference next to this year's General Assembly (see agenda item 3.2).

Decisions:

- **Board members decided to keep the same level of fees for 2017.**
- **Board members present in the meeting approved the 2018 budget.**

3. 2018 activities

3.1 VIP market study: decision on service provider

Raquel gave some brief explanation on the scope of the study already agreed upon. One item which is still pending is the funding and distribution to members that do not contribute with data and also to non-members that will be invited to participate in the study. Raquel mentioned for instance that FIW would probably have something to say in the interview process together with BSH but that is probably not the case of other members like Rockwool.
After discussion, participants in the meeting agreed on preparing one executive summary for external distribution (press release, use in events, etc) and one more detailed summary to be shared with the

companies that contribute to the study, either by providing data or by participating at the interviews. The following was approved:

- Manufacturer VIPA members that contribute with data will have access to the full report
- Academia and associate VIPA members that contribute to the study will have access to the detailed summary of the report
- VIPA members that do not contribute with anything will have access to the executive summary
- Non-members that contribute with data to the report will have access to a detailed summary of the report

Decisions:

- **The VIP market report will be funded exclusively out of the VIPA budget.**
- **A 1 page executive summary will be made available on the website and will be used at events.**
- **An extended summary will be shared with non-member companies that contribute to the study, either by providing data or by participating at the interviews.**
- **Manufacturer VIPA members that contribute with data will have access to the full report.**
- **Academia and associate VIPA members that contribute to the study will have access to the detailed summary of the report.**
- **VIPA members that do not contribute with anything will have access to the 1 page executive summary.**

Members discussed the three proposals and the comparison made by Raquel and decided to select USP because they presented a stronger methodology especially the initial phase of the 'go no-go analysis' where they do an initial assessment and see if they will be able to deliver the report or if some parts of the scope need to be eventually taken out. The question came up if after this initial analysis in case the scope needs to be reduced if the budget will also be reduced. Raquel mentioned she assumed this is the case but she promised to inquire before signing the contract.

In addition to that, the USP proposal included more interviews and a final presentation of the results for a lower fee than the Ecofys proposal. Geert Houvenaghel mentioned his company used USP for several studies and was always very satisfied with their approach and results.

Raquel mentioned that a Working Group will need to be created to support USP through the process. The USP proposal mentions at least one kick-off meeting but probably some conference calls will be required. Geert Houvenaghel, Uroš Cotelj, Gregor Erbenich, Gary Chalkley and Miaotian Sun volunteered to take part in this Working Group. In terms of budget, the proposal is of 27,090 EUR plus up to 7,500 EUR for legal advice. The report includes an optional section on future expectations, and a reduction of EUR 2,000 applies if it will be excluded but all members were of the opinion that this was very important to keep.
In terms of VIPA budget, members decided to allocate 33,000 EUR for this project because we might add a couple of interviews if needed. Raquel reminded that VIPA's budget always includes 5,000 EUR for legal advice so this amount can also be used for the study.

Decisions:

- **Members approved the USP proposal on the condition that they ensure that the budget will be revised in case the scope needs to be changed after their initial assessment phase. The USP report should include the section on future expectations**
- **Members approved the creation of a Working Group to support USP in the process.**
- **Members decided to allocate 33,000 EUR for this study in the 2018 budget.**

Just before the lunch break Bénédicte Lambert joined the meeting to present some ideas for the location of the General Assembly and social event. The event normally takes place in September or October. One member mentioned that the Global Insulation Conference will take place in Vienna, Austria, on 25-26 September. Members agreed that this would be a good occasion and decided to organise the VIPA meetings the following days so from 27 to 28 September in Vienna.

Decision:
VIPA's 2018 General Assembly to take place in Vienna, Austria, from 27 to 28 September.

3.2 Strategic discussion on the organisation of IVIS

Raquel gave an introduction about the topic and mentioned that this has been under discussion for quite some time. One member mentioned he was disappointed to see that at the last meeting it was agreed to continue with the same level of support to the next edition of IVIS in Japan. He assumed VIPA would at least reduce the sponsorship fee. Members discussed the situation again and agreed that it makes more sense to leave IVIS as it is and to focus on VIPA activities because the universities and research institutes are too attached to it and will never allow the association to organise IVIS permanently. About co-organisation the fact that the next edition takes place in Japan makes it nearly impossible for VIPA to commit to a co-organisation. If the event took place in Europe it would be feasible but outside Europe and in places where there are no VIPA members makes it very complicated.

After discussion it was decided to organise a small conference or panel debate (2-3 hours) next to the General Assembly in Vienna, Austria. The objective is to see how many people would attend and how much interest it will raise from non-members. In addition it will be a good opportunity to invite users and have a good discussion on market developments and the different applications. USP should be invited to make a presentation about the main findings of their report. A small Task Force will be created to look at the concept, format, topics and speakers and will make a proposal to the Board for approval. Uroš Cotelj, Geert Houvenaghel and Sebastian Baars volunteered to take part on this Task Force.

Members discussed that since there is the Global Insulation Conference happening just the day before probably some attendees would eventually also be interested in coming to the VIPA conference. The Task Force should look at the speakers of the Global Insulation Conference and see if we can also invite some of them. In terms of topics members could not agree on the focus whether it should be appliances, buildings or even new applications (automotive, shipping, etc). It was mentioned that another trade association should be invited (CECED for appliances for instance) and a government authority to speak about the situation in Austria.

Regarding budget, members agreed that this event should not cost more than 10,000 EUR to VIPA including hotel and logistics and also the work of Kellen to promote the event and to support the Task Force in finding speakers.

Decisions:

- **Participants in the meeting decided to organise a small conference together with the General Assembly in Vienna, Austria.**
- **Participants in the meeting decided to set-up a Task Force to look at the organisation of the event: format, topics, speakers and promotional activities.**
- **Members allocated 10,000 EUR for this event in the 2018 budget.**

3.3 Strategies to promote VIPs

Francesco went through the presentation on PR strategies to promote VIPA, based on other clients of Kellen. Among the different strategies and actions proposed, members agreed that having a short video to be uploaded on YouTube and on the website would be positive in terms of traffic and visibility. Members therefore asked the secretariat to contact a couple of companies and ask for quotes for animation videos. Another interesting option is the possibility to have media partnership with existing events related to applications of VIPs. VIPA would offer coverage to the event (include it in the newsletter and in the website) in exchange for visibility (logo in the brochure of the event, speaking slots, etc.) and some benefits for members (discounts on registration fee). To clearly identify the most relevant events, all members will send suggestions of relevant events, so that VIPA secretariat could prepare a list. Examples given included the cool chain conference, the passive house conference, etc.

Still related to public relations activities, Geert Houvenaghel mentioned the Journal Energy and Building and the virtual special issue they will publish on super insulation materials in high performance buildings. This special issue is being prepared by Daniel Quénard, Christoph Sprengard and Umberto Berardi. They launched a call for abstracts. Raquel suggested submitting an abstract on how VIPA has contributed to the R&D around VIPs via the studies it has commissioned. Members agreed with this suggestion.

Actions:

- VIPA secretariat to contact a couple of companies and ask for quotes for animation videos.
- All members to send suggestions of events related to applications of VIPs (appliances, packaging, buildings, etc) where VIPA should try to get a speaking slot or a media partnership.
- VIPA secretariat to draft an abstract for an article to be published on the Journal Energy and Buildings

3.4 2018 Working Group activities

Raquel went through the **Technical Working Group** update. She presented the application form to join the ISO Working Group looking at the VIP standard which is led by Professor Phalguni. Members agreed to send in the application form and asked the Technical WG to nominate an expert to represent VIPA at the meetings and to report back to the Technical WG and to the Board on what is being discussed.

Still related to the ISO group, members discussed the ballot which is out for vote until 3 April. One member explained that the text up for vote is different than the CEN standard and urged all members to ask their national standardisation body to vote against it. Yoash Carmi explained that the CEN TC 88 WG 11 planned a conference call on 12 March to review the text article by article and to prepare a detailed response to the ISO group so they can take the feedback into account. A discussion took place on what VIPA should do to ensure the text is not approved. Raquel suggested that VIPA's liaison person to the CEN TC 88 WG 11, Vladimir Pogač, sends to the secretariat the voting instructions decided by the WG 11 at the conference call of 12 March. VIPA will then share this with the full membership so everyone alerts its respective standardisation body to it and recommends voting negatively. Most companies have offices in different countries so at least in Europe it should be possible to have all national standardisation bodies voting against this version of the ISO standard.

Actions:

- Raquel to contact Ulrich Passon to understand what the plans are of the CEN TC 88 WG 11 about the ISO ballot and to keep members informed about it.
- Vladimir Pogač to share information of the CEN TC 88 WG 11 conference call of 12 March about the ISO ballot so members know how to instruct their national standardisation bodies about this.

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Decisions:

- **Board members decided that VIPA should apply for a seat at the ISO/TC 163/SC 3/WG 11 which is working on ISO/CD 16478 for vacuum insulation panels.**
- **The Technical WG shall nominate an expert to represent VIPA at the ISO/TC 163/SC 3/WG 11.**
- **VIPA secretariat to disseminate the voting instructions of the CEN TC 88 WG 11 on the ISO ballot that is up for vote until 3 April.**

On the European standard, Roland Caps mentioned that deadline for voting is soon coming to an end so the standard will shortly be official. Tadej Sekavčnik had a question about the changes in thickness mentioned in article 4.3.2 Deformation under specified compressive load and temperature conditions of the standard: "Deformation under specified compressive load and temperature conditions shall be determined in accordance with EN 1605. The conditioning shall be carried out at 40 kPa and 70 °C. The relative changes in thickness shall not exceed 3%." He questioned if this shouldn't be 5%. Roland promised to double-check.

On the Chinese standardisation group, Miaotian mentioned that there are no updates and no schedule of meetings planned for the moment. On the study commissioned to Creek, Miaotian mentioned that the works will start very soon and the expected duration is 8 months.

Still related to the Technical WG, one member asked advice to be given on the latest study proposal which was not approved by the Board during the meeting in Paris in September. The Technical WG should draft a memo indicating clearly the value for members and for the association of such a study because that was not clear when the study was presented at the last meeting.

Actions:

- The Technical WG to draft a memo explaining why it approved the study of Avery Dennison Hanita on the development of an advanced technique for measuring the effect of moisture content on the thermal conductivity of VIPs and what would be the value for the members and for the association.
- Roland Caps to look at article 4.3.2 of the CEN standard and answer to Tadej Sekavčnik's question about the changes in tickness.

On the **PA & PR Working Group**, Francesco gave an update on the status of the Energy Efficiency Package. Commission, Council and Parliament agreed on 19 December on a compromise text on the Energy Performance of Buildings Directive, including several positive measures for energy efficiency of buildings (long-term renovation strategies with policies and actions to stimulate cost-effective deep renovations of buildings, financial incentives related to the energy efficiency gains actually delivered, tools to facilitate the access to public financing for renovation). As next steps, the text will be published in the Official Journal of the European Union after final approval of Council and Parliament. The text will then have to be implemented by member States.

The Council, Commission and Parliament also began their negotiations on the Energy Efficiency Directive. The Parliament eventually voted a 35% binding energy efficiency target, while Council and Commission have proposed a 30% target. Negotiations are expected to be finalized before summer. Participants suggested that VIPA should publish a press release on the EED once the negotiations will be over.

Francesco also reported that the Commission launched a public consultation on the Construction Products Regulation, regulating the EU single market for construction products and the CE marking for these products. The consultation is the first step towards possible revision and will be open for comments until 16 April 2018. All members agreed that the PA&PR WG should prepare the contribution of VIPA to the public consultation.

Actions:

- VIPA secretariat to publish a press release on the EED once the negotiations will be over.
- PA&PR WG to prepare the contribution of VIPA to the public consultation on the Construction Products Regulation.

Still related to the PA & PR Working Group members discussed the planning of the **Build Up webinar.** Raquel mentioned that in Paris during IVIS Daniel agreed it would be a good idea to co-host the Build Up webinar to promote the Annex 65 final report. Raquel contacted him in January and he mentioned the final report would only be available in June. On his response he says he is happy to be a speaker but it seems he is no longer interested in co-hosting the webinar as such. Members looked at the subtask groups of the Annex 65 project and agreed that the following ones would be the most appropriate for the webinar:

- Subtask 1: State of the Art on Materials & Components - Case Studies
- Subtask 3: Practical Applications – Retrofitting at the Building Scale – Field scale

Yoash Carmi mentioned that the Oxford University has interesting reports with cost analysis of renovating buildings with VIPs in big cities where space is very expensive. Members agreed that subtask 1 and 3 and also these studies of the Oxford University would be good options for the webinar. The secretariat should first check what has already been discussed at previous webinars about super insulation technologies and then see with the subtask leaders if they are interested and available to speak at the webinar. The webinar should take place after the Annex 65 final report is published so around the summer.

Action:

VIPA secretariat to arrange the details of the Build Up webinar.

On the **Asia Working Group**, Raquel mentioned that there were not that many participants in the last conference call but now with a new member in Asia – AIMT – perhaps the Working Group will be more active. Raquel will organise a conference call shortly to see if there are any activities that can be organised related to Asia.

4. Any other Business

4.1 Schedule of meetings for 2018 and location for General Assembly

Members agreed to have a conference call in April to go through the organisation of the event in Vienna in September. The date shall be decided via email.

No other business was discussed.

The meeting finished at 17:00.

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