



European Science Foundation

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## **Management Committee and Working Group Chair Meeting Number 10**

### **COST Action C17**

#### ***Fire Loss to Historic Buildings***

#### ***Fuzine Castle, Ljubljana, Slovenia: 23-25 May 2006***

### **Part A: Tuesday 23 May 2006**

#### **1. Welcome to participants**

The meeting started at 1200 hrs on 23 May 2006 with a welcome address by Action C17 member, and Museum Director, Peter Kercic, followed by a brief viewing of the Architectural Museum at Funzie Castle. This was followed by a further welcoming address by Dr. Miroslav Pregl of the Ministry of Environment and Spatial Planning, Slovenia.

A particular welcome was given to Markus Zisenis, COST Office Scientific Officer, who was attending the meeting on taking up his post in consequence of Jan Spousta's contract being concluded. Specific thanks were offered to Jan Spousta, who was also attending, for all the support and encouragement that he had given the Action since his first meeting with C17 in Trondheim, Norway.

Apologies were received from Monika Hajpal (Hungary) and Steve Emery (UK)

Apologies were also offered by the Chairman in respect of the difficulties that members had experience in setting up the formal approval to hold the meeting in February 2006. In recognising the consequential confusion that had been created by the need to ensure that the budget for the meeting was sufficient for all who wished to attend, the Chairman expressed his thanks to staff in the COST Office for their invaluable assistance in resolving the dilemmas at that time.

#### **2. Adoption of agenda**

The draft agenda was agreed. It was also agreed the all MC and WG members would remain together throughout the two parts of the meeting.

In doing so, the intention was that all participants could be involved in discussions that would take place on all sections of the draft Final report. In this way, a comprehensive over-view of the full contents, and the degree of work that was still required to complete the work of the Action in time, could be shared by all.

#### **3. Minutes of MC meeting: Helsinki, Finland 14-15 October 2005**

The draft Minutes of the Helsinki meeting, held on 14-15 October 2005, were agreed.

It was noted that the following PDF copies of 4 draft papers prepared after the Helsinki meeting had been issued to members on 7 November 2005:

- Workshop Photos (8 pages): dated 24 October 2005
- Joint Working Group Sessions (5 pages): draft dated 1 November 2005
- International Workshop Session (13 pages): draft dated 3 November 2005
- Draft Minutes Management Committee and Working Group Chair Meeting Number 8 (24 pages): draft dated 6 November 2005

Prior to the Ljubljana meeting, the following papers had also been issued by e-mail to members on:

25 November 2005:

- A further fire loss of a historic building in America – PDF file. The original PDF file was issued by the Berlin Fire Safety Members on 9 November 2005

14 May 2006:

- PDF copies of preliminary draft of 3 Final Report Chapters.
  - Draft Introduction, as at 11 May 2006 (7 pages)
  - Draft Chapter 4: Report on Management Committee activities, as at 12 May 2006 (5 pages)
  - Draft Chapter 5: Report on Working Group 1 activities, as at 12 May 2006 (19 pages)
- PDF copies of the 4 STSM's undertaken during the course of the Action.
  - WG 1: Comparison of Data Categorisation of European Countries for Reporting Statistics, Kalle Reivila, dated 3 November 2004 (11 pages)
  - WG 2: Review of Research on Burnt Stones in Built Heritage, Miguel Gomez Heras, dated 21 February 2006 (5 pages)
  - WG 4: Security Management and Security Systems in Operation at Maihaugen Open Air Museum in Lillehammer, Norway, Jan Holmberg, dated 5-7 March 2006 (41 pages)
  - WG 4: Management Strategies to secure integration of Damage Limitation Teams and professional fire services, Mike Coull, dated 27 March 2006 (16 pages)
- Final draft Agenda for Ljubljana meeting, dated 14 February 2006
- Minutes of MC 8 + WG Chair Meeting, Helsinki, 14-15 October 2005, dated 6 November 2005
- Minutes of Joint Working Group Sessions, Helsinki, 14-15 October 2005, dated 1 November 2005

15 May 2006:

- Analysis of Sprinkler Failures in Listed Heritage Buildings: Analysis of unintentional activations of water based extinguishing systems in Norwegian heritage buildings (17 pages)
- Scottish Historic Building National Fire Database (SHBNFD) project: CFOA (Scotland) Briefing Note: Protecting Scotland's Built Heritage (6 page)
- Scottish Historic Building National Fire Database (SHBNFD) project Annual Report (17 pages)

18 May 2006:

- "Spomeniskovarstvenni Razgledi: Letna Konferenca COST Action C17 V Varna Od 9. Do 12. Septembra 2004": Josip Korosec 1 page (dated 7 Dec 2004)
- "Fire Destroys Historic Inn and Restaurant": Manchester, Vermont, USA 29 October 2005 1 page (Copy of WWW posted material)
- "New Smoke Detection System from Vision Systems (VESDA)": Steve Emery. 3 pages (dated 30 September 2005)
- "Better fire safety in hotels saves lives": WWW article posted by USA Today. 5 pages (dated 20 November 2005)
- "Action Against Fire" (copy article from FP +FE Journal pp 20-23): Ingval Maxwell. 4 pages. (dated October 2005)
- "Standard Fires in Historic Buildings": Draft WG2 Research project Christian Del Taglia et al: Ver. 1.5. 14 pages. (dated 11 October 2005)
- "Switzerland: Association for Organisations Running Historic Buildings": Daniel Rusch. 2 pages. (dated 7 November 2005)
- "Swiss Fire Case Study Stadkirche St Nikolas": Daniel Rusch. 5 pages. (dated 19 October 2005)

### Issued papers

The following papers have also been collated since the Helsinki meeting:

- Following the visit by Action members to the Marioff Corporation Finish HQ during the Helsinki meeting a list of 64 (mainly) European and American heritage properties that were wholly and partially protected by the Marioff HI-FOG system the period 1997-2005 was received from the company on 19 October 2005
- Jolanta Muskalska forwarded her 11 page joint paper with Marian Ornat on the "*Behaviour of Textile Materials in Fire*" to the WG 2 Chairman on 6 February 2006

### Minutes of MC meeting: Stansted, England 21 March 2006

The Chairman explained the agreed need for the WG Chairmen to hold a separate meeting (at their own expense due to the tight budget situation) in Stansted, England on 20-21 March 2006. This meeting had the intention to assimilate all the collated documents amassed during the work of the Action and to frame up the draft contents of the Action's Final Report.

Resulting from that meeting, the following papers were issued by e-mail to members on:

14 May 2006:

- Minutes of MC 9 + WG Chair 2 Meeting, Stansted, 20-21 March 2006, dated 23 March 2005
- Annex A, Content of Final Report, dated 23 March 2006

The WG Chairmen confirmed that the Minutes were an accurate record of the meeting and these were accepted.

The Chairman indicated that he wished to use the Annex A document, dated 23 March 2006, as the detailed agenda to lead the joint discussion on each content section of the Final Report, and this was agreed

#### **4. Report from the Scientific Officer**

It was noted that C17's new TC Monitor Professor František Wald of the Faculty of Civil Engineering Department of Steel and Timber Structures, Czech Technical University, Prague replaced Prof Roko Zarnic on 17 February 2006

In a PowerPoint presentation Jan Spousta reported on the following aspects of news from the COST Office:

- Funding for associated States was now possible
- The current administrative structure of COST
- Number of current Actions
- Approved new Actions
- Current budget position
- The CSO timetable
- The list of new Domains
- The Open Call procedure for new Actions and the Evaluation process
- New instrument (Young Investigators Networks – YIN's )
- The emerging Grant system
- Matters associated with concluding an Action:
  - Final conference
  - Printing the final report
  - Evaluating the completed Action
  - Follow-up requirements after 2 years and 5 years

Members were informed of the new COST electronic contact details at [tud@cost.esf.org](mailto:tud@cost.esf.org)

Members had previously been given an overview of the latest news and changes in the COST Research Programme by the COST Office on 6 April 2006 with the issue of the "COST News". In that document, COST invited researchers throughout Europe to submit proposals



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for research networks and use this unique opportunity to exchange knowledge and to embark on new European perspectives. The first collection date for Preliminary Proposals is 31 May 2006 with full Proposals to be invited by 30 June 2006 for submission by 15 September 2006. The next collection dates is expected to be 30 March 2007. Web contact details were as follows:

Open Call Announcement:

[http://www.cost.esf.org/fileadmin/cost\\_documents/general/Open\\_call.pdf](http://www.cost.esf.org/fileadmin/cost_documents/general/Open_call.pdf)

Open Call Selection:

[http://www.cost.esf.org/fileadmin/cost\\_documents/general/Open\\_call\\_and\\_selection\\_criteria.pdf](http://www.cost.esf.org/fileadmin/cost_documents/general/Open_call_and_selection_criteria.pdf)

On-line Application:

<http://www.cost.esf.org/index.php?id=722>

Endorsing the Science Officers Report, the News also reported that the COST Committee of Senior Officials (CSO), at its meeting on 23-24 November 2005 in Reading (UK), approved a new structure of COST Domains and Committees. The number of domains has been reduced from twelve to nine with the former domains of Transport and Urban Civil Engineering merged into a new domain named Transport and Urban Development.

This new domain structure will have a mandates of four years and will replace the current TC structure. The new COST Transport and Urban Development domain will become operational from 1 June 2006, with details available at:

[http://www.cost.esf.org/fileadmin/cost\\_documents/news/cso\\_decision/Domain\\_Structure325-05.pdf](http://www.cost.esf.org/fileadmin/cost_documents/news/cso_decision/Domain_Structure325-05.pdf)

This domain will cover basic and applied research activities and technical development of all transport, urban and civil engineering issues. It will deal with a wide spectrum of issues that will be complementary to other European programmes in the relevant fields. Main focus will be particularly aimed at all aspects of sustainable development with regard to best national policy practices.

### **COST Publications**

Although previously stated at Helsinki the Chairman and Science Officer reminded members that the Action was obliged to follow the COST Publication Policy and Rules. The full text of this was available on the COST website under:

<http://cost.cordis.lu/src/doc/publicaionpolicyoffice8704.pdf>

Summarising this document, there are 2 options:

- Publishing through OPOCE (EU Publication Office), this is arranged by the COST Office. Here, the task is just simple – there is just a need to provide the COST Office with the requirements and files ready for printing. The disadvantage of OPOCE is that it takes a rather long time between submission of the requirement and the delivery of the books

- COST support to publications prepared and proceeded by Action: This is generally recommended in case when the Action decides to take the advantage of a publisher specialised in the relevant field in order to obtain optimal publicity and promotion, and to reach the right customers.

If the option is to use an external publisher, there is a need to bear in mind the main administrative and "financial" rules.

#### **Status of Action:**

The Chairman reported that the Action was on target for completion by December 2006

#### **Number of Signatories.**

The Chairman reported that the member country list still stands at 20. These are –

Austria, Belgium, Bulgaria, Denmark, Finland, France, Hungary, Israel, Italy, Macedonia, Netherlands, Norway, Poland, Serbia and Montenegro, Slovenia, Spain, Sweden, Switzerland, Turkey, United Kingdom.

#### **5. Year Budget status and planning**

On 24 November 2005 the Chairman was informed by the COST Office that the allocated budget for 2006 was to be € 74,300 from which € 4,300 was exclusively for STSM's – leaving a total of €70,000 to cover all the associated costs of all meetings.

On 18 October 2005 the COST Office indicated that the total cost of holding the Helsinki Meeting was €32,100 and this exactly matched the allocated budget of €32,100.

Noted spend on the allocated €4,300 for the agreed STSM's that have already been completed is as follows:

Mike Coull	STSM 1: 2006	€800
Miguel Gomez Heras	STSM 2: 2006	€900
Jan Holmberg	STSM 3: 2006	€880
Total		€2,580

It was agreed that there was sufficient remaining STSM funding to carry out a further STSM provided it could be concluded within the remaining time frame. The subject matter was agreed to be left open, pending the emergence of key issues that could be needed to be addressed in concluding the Action's Final Report.

Members were reminded the remaining operational budget for 2006 was tight. As far as the final Rome meeting was concerned, this would require a considerable degree of restraint in claiming reimbursement to attend the meeting. To a great degree this difficulty would be assisted by what had already been agreed at the Helsinki meeting and the fact that

accommodation in the Rome Fire College would be available to members at a very economic rate. (See details below)

In discussing the budget implications and the timetable for the production of the Action's Final Report it was agreed that it would be unlikely to be printed within the remaining part of the current calendar year. Consequently there would be a knock-on financial impact for the € 5,000 that had been allowed by the COST Office for printing in 2006. It was agreed that this amount would now be required to be transferred into a 2007 budget to enable the document to be printed in 2007 after the Rome meeting in December 2006.

## **6. Publications, annual report**

At the Helsinki meeting the Chairman had been informed by Petar Hristov and Galina Mileva that proofing work on the *C17 Varna Workshop Proceedings* was nearing printing stage, and this had since been achieved. Copies of the printed volume had been brought from Varna and were released to all those attending the meeting. Petar Hristov requested an indication from all members as to how many additional copies they required and undertook to provide these after the meeting.

Work was also completed on the joint Norwegian Directorate for Cultural Heritage/Historic Scotland, studies on:

- "*Hypoxic Air Inerting Technology*": would evaluate the technology for potential applications in pilot heritage sites in different countries.
- "*Manual Extinguishing Equipment Alternatives*" would address the topics of hand-held extinguishers and guns.
- "*Minimum Invasive Fire Detection alternatives*" would consider thermal imaging and line heat detection topics.

These three publications were released under the joint logos of Riksantikvaren, and Historic Scotland in support of COST, and will be formally launched at the pending joint COST/NFPA/Slovenian Fire Service Conference on 24 May 2006.

In addition a Historic Scotland INFORM leaflet "*Fire Safety Creating an Awareness of the Fire Threat*" prepared in March 2006 was released

Released in support of the Action, and dated February 2006, Riksantikvaren's PDF publication "*Analysis of unintentional activation of water based extinguishing systems in Norwegian heritage buildings*" was also formally launched.

## **7. Interim Report**

Covering the period from 12 December 2002 until 31 December 2005 the Chairman had submitted the updated C17 Annual Progress Report, together with an updated list on



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Members Co-ordinates (corrected to 23 October 2005 following the Helsinki meeting) to the COST Office on 21 January 2006. These papers were also copied to members at that time.

The Chairman indicated that as it was important to keep up to date with all the Actions' work as the final report was being compiled he had updated the Interim Report to covering the period 13 December 2002 to March 2006 following the MC/WG Chairmen's meeting in Stansted.

The Chairman also made a plea for all members to send to him as soon as possible a brief updated report, of 4-5 paragraphs in length; on what impact the Action was having in the work of each individual country. This information would also be incorporated in the Final report.

## **8. Evaluations**

On 17 October 2005 the Chairman reported that he had been approached by Hannelore Roemich of the COST Office to speak on the work of C17 at a strategic workshop for COST and Cultural Heritage entitled *Crossing Borders* in Florence, Italy. In providing requested prior information he had forwarded some PowerPoint slides describing Action C17 with pictures that could be used for press release purposes. The successful event took the form of a *COST Heritage Group*, bringing together a range of COST Actions associated with cultural heritage matters. The aim of the meeting was to:

- increase the awareness of the need for protection of cultural heritage,
- promote conservation research on a European level,
- encourage networking between different international organisations ,
- present the results of COST Actions and
- explore potential synergies for the future.

On 6 December 2005 a further request was received by the Chairman from the COST Office intimating that the EC was updating their very comprehensive and important record about research projects funded in FP5 and FP6. The EC offered the COST Office to include abstracts from COST Actions. From a political perspective, it was important for the COST Office to collaborate closely with the EC, noting that an abstract in the EC publication would be highly beneficial to enhance the dissemination of Action results. Although the deadline was short, the Chairman prepared the template information abstract that was requested and an updated version of this is attached at Annex A.

In order to exchange information and develop a strategy for the future, a further meeting of the COST Heritage Group is being planned for 2<sup>nd</sup> June 2006 as part of the EC's 7<sup>th</sup> International Conference in Prague, Czech Republic. Arranged by Science Officer Piotr Swiatek, the following COST members are expected to attend:

Mieke Adriaens	G7
Luigi Piccardi	625
Renzo Salimbieni	G7



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María Ruiz del Árbol	A27
Ingval Maxwell	C17
Maridea Petrova	C20
František Peterka	540

The Chairman attended a meeting in the COST Office, Brussels on 7 March 2006 between Alan Brinson of the European Fire Sprinkler Network; Stefanie Bartels of the Strategic Initiatives and Marketing Perception, EUREKA Secretariat; Jan Spousta Science Officer for C17; and Piotr Swiatek, Science Officer for Physics, Materials and Nanotechnology. The aim was to explore the possibilities of post-Action C17 activities that might involve the EUREKA Programme.

The Chairman also attended a meeting in the European Parliament, Brussels on 7 March 2006 arranged by the European Fire Sprinkler Network. The aim was to alert MEP's to the dangers of fire risk and to launch an initiative to encourage the installation of sprinklers in all hotels.

Following the meeting a presentation was given by Albrecht Broemme, Vice President, German Fire Services, and the Berlin Fire Chief, at a reception to which all MEP's were invited. A follow-up meeting was arranged for 27 June 2006, with other dates running into 2007 being subsequently proposed.

## **9. Request for new members**

No new requests have been received.

## **10. Non-COST participations**

On 20 April 2006 the Chairman received an e-mail for the Action's previous Monitor, Prof. Roko Zarnic to intimate that he was working in JRC in Ispra on the new generation of Eurocodes for FRP structures and Structural Glass. He indicated that his colleague, Dr. Ahmet Oztas from Gaziantep University, Turkey was an expert on fire protection of structures and was engaged by the EU for one year to help progress the new Eurocodes for fire endangered structures.

Working under the lead person permanently responsible for Eurocodes at JRC in Ispra, Dr. Artur Vieira Pinto, Dr. Ahmet Oztas has indicated he wishes to come into contact with the experts from C17 to discuss the possibilities of future cooperation and to consult on future progress of the Eurocodes.

A reply was still pending on the request and members were invited to indicate their interest. Prof Zarnic believed that cooperation would be important as it could assist in taking forward a new perspective on the work of the Action once the C17 programme was concluded.

Intimation had been received by the Chairman that colleagues in Parks Canada were interested in the emerging work of the Action. This interest linked with current fire risk training initiatives that they were involved in. He had undertaken to send C17 material to them to assist in that process.

### **11. Updates of Co-ordinates MC / WGs etc.**

The membership list of contact details, corrected up to 2 May 2006, was circulated for updating. This included corrections to the coordinates that were offered during the Helsinki meeting and superseded the revised Illustrated List of Members that was and released on 7 November 2005.

The Chairman noted that there were a number of brief CV's (and some photos) still missing. The following members are requested to submit their information by e-mail to the Chairman as soon as possible to complete the picture of the expertise, knowledge and skills that was available in the Action-

Dietmar Wohltan	(Austria)
Valentin Vladimirov	(Bulgaria)
Christian Karlsson	(Denmark)
Monika Hajpal	(Hungary)
Marian Ornat	(Poland)
Andrej Rebec	(Slovenia)
Peter Krecic	(Slovenia)
Carlos Villagra Fernandez	(Spain)
Alberto Dusman	(Italy)
Alios Schaelin	(Switzerland)
Johannes Leger Diesbach	(Austria)
Thomas Erenmalm	(Sweden)
Yuri Minin	(Israel)
Luigi Pastorelli	(Italy)
Konrad Fietko	(Poland)
Josip Korosec	(Slovenia)
Jerzy Respondek	(Switzerland)
Per Rohlen	(Sweden)
Thorbjorn Thedeem	(Sweden)
Rino Buchel	(Switzerland)

The Chairman also indicated that he was having trouble in making e-mail contact with the Turkish member and asked Bulgarian colleagues to try to re-establish contact with him and to pass on details of the Action so he was kept informed of work in progress.



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## **12. Web update**

Guideline details of the COST General Action Support Grant (GSAG) were received from the COST Office on 20 April 2005 and an application for €2000 was made on 4 May 2005, and the funding was received by the Chairman the following month. As previously agreed at Siena this sum would be used to enhance the development of the C17 website. However, whilst previous progress has been slow in this respect.

Following the WG Chair Stansted meeting on 20-21 March 2006 the C17 homepage was properly established. Following work by colleagues at Schloss Schonbrunn the domain [www.heritagefire.net](http://www.heritagefire.net) was now live. A supplementary domain <[www.heritagefire.eu](http://www.heritagefire.eu)> will take time to activate as all the <eu> domains are not currently active - but C17 has reserved this domain name for future use. In consequence the subvention of € 2000, previously received from the COST Office to resolve the web site difficulty, had be paid to colleagues at Schonbrunn in recognition of the completed development work

Given the degree and extent of the full content of the Action's activities that was now on the site, members were asked by Wolfgang Kippes to:

- check the overview index and the relevance of their individual papers
- ensure that copyright attributions were accurate, and cleared where necessary
- check that the latest version of the papers were being used
- promote the existence of the C17 homepage
- send him their individual logos and detailed URL's to establish appropriate links (and vice versa)

To progress the related issues, this information was requested by Wolfgang Kippes to be sent to him by 1 July 2006

He also indicated that to control the detail of the homepage, and in order to make it useful for all concerned, any required changes should be communicated directly to him at Schonbrunn. He further confirmed that Schonbrunn would be prepared to keep the site live for a further year after the Action had concluded its work. This meant that the site would be fully active until December 2007.

Jan Spousta also indicated that a full electronic copy of the site up to December 2007 would also be held by the COST Office and this would be cross referred to from the COST home Page. That arrangement would ensure that the information amassed during the life of the Action would remain accessible in the longer term, whilst still allowing additional development work to take place on the material by Schonbrunn after the Action's commitment to promote its material had been honoured.



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### **Related WWW Contact Addresses**

Follow his presentation on the fire at Sodra Rada old church in Helsinki, Thomas Erenmalm suggested the link to the joint Nordic countries publication "*Can we learn from the heritage lost in a fire*" at: <http://www.raa.se/byggnader/pdf/b9cb571f.pdf>

Alan Brinson of the European Fire Sprinkler Network informed the Chairman on 26 October 2005 on the emerging situation in the Isle of Man. The island lies in the Irish Sea between the UK and Ireland. It has its own Parliament and its own laws, including its own fire safety regulations. These regulations are among the most forward thinking in Europe, requiring sprinklers in the following new and refurbished buildings: multi-occupancy dwellings buildings containing flats buildings to be used for sheltered housing hospitals and nursing homes schools open-plan dwellings other buildings with compartments over 5,000m<sup>3</sup>.

The full text of the legislation is available at [www.eurosprinkler.org](http://www.eurosprinkler.org) under "LAW".

A published paper on the WWW by Geir Jensen entitled *Wayfinding in Heavy Smoke: Decisive Factors and Safety Products Findings Related to Full Scale Tests* is available at: [http://www.mss-int.com/pl\\_vs\\_el.html](http://www.mss-int.com/pl_vs_el.html) This presents a summary of a series of four reports on safe evacuation from smoke. The first report is a literature study on the subject. The next report considers a full scale test series and the third presents a discussion of the decisive factors involved in safe escape from smoke. The fourth report presents a way of calculating visibility in smoke. The focus is on the safety of individuals wearing no eye or breathing protection, on way-guidance marking, on human behaviour and on visibility in smoke.

### **13. Progress report of Working Groups in reaching a conclusion to prepare the Final Report**

Because of budget constraints it was noted that no full Working Group meetings had taken place since the joint MC + WG meeting in Helsinki on 14-15 October 2005. Nonetheless, the following was reported.

#### **WG 1 Report**

Derived from the 37<sup>th</sup> Italian Report on the Social Situation in the country dated 5<sup>th</sup> December 2003 a three page report on Italian data and statistics was received from Vincenzo Nuzzolese on 25 October 2005. This included numerical details of Italian cultural properties and towns, and residential unused historic patrimony.

A list of European heritage/cultural buildings with wet suppression systems was received from Alan Brinson of the European Fire Sprinkler Network on 24 April 2006. This was supplemented with additional entries from Stewart Kidd on 25 Aril and with US entries from Deborah Freeland, giving a reasonable understanding of the number of such protected structure. Clearly more work will be required to make this fully comprehensive.

## WG 2 Report

Stewart Kidd identified both progress and omissions in the compilation of the draft WG2 Report section.

## Data Questionnaire

Following previous e-mails sent on 31 May and 19 September Prof Vincenzo Nuzzolese re-sent the Questionnaire to members on 24 October 2005. This requested data concerning the situation in each Country with reference to professional skills and competence of contractors, craftsmen and the generic manpower able to intervene in historical buildings damaged by fire. (See Annex B for details of the requested information)

At that time information was still required from Austria, Denmark, France, Israel, Poland, Slovenia and Turkey and a deadline of 30 November 2005 was set to receive replies. As a result of what had been forwarded the received material had been analysed and the results tabled during the meeting.

It was reported that further material was required and members who had not yet responded were asked to submit their material to Vincenzo Nuzzolese by the end of June 2006 so that he might analyse the full extent of data, and prepare a section of the final report to pass to S Kidd by the end of September 2006.

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## Slovenian Cultural Heritage and Fire Exhibition Launch 23 May 2006.

Whilst the C17 meeting was adjourned at 1700 hrs on 23 May 2006, it was followed by a joint Reception in Fuzine Castle with colleagues from the American NFPA Cultural Resources Committee who were also meeting in Ljubljana at the same time.

During the Reception speeches in recognition of the Action were made by Dr Miroslav Pregl of the Ministry of Environment and Spatial Planning, and Dr Jelka Prikovic, Secretary of State for Ministry of Culture.

Supported by the respective Slovenian Ministries, a special exhibition, “*Varstvo stavbne dediscine pred pozari*”, prepared by Dr Josip Korosec in support of the Action’s intentions, was also launched during the Reception. Accompanied by a 4 page explanatory note, this comprehensive 16-panelled Exhibition will tour all the Slovenian Regions promoting an awareness of the built heritage and the risks that it faces. Intended for fire brigades and fire fighting associations, the intention is that they will augment the exhibition with examples of their own experiences and specific cultural heritage information of their respective regions. Combined, this will create a unique display collection of material that will promote a better understanding of the risk of fire to the cultural heritage.



## **Part B: Wednesday 24 May 2006**

The meeting reconvened at Funzie Castle at 0900 hrs on 24 May 2006.

### **WG 3 and WG 4 Report Sections**

The Agenda items concentrated on assessing the position regarding WG 3 and 4 activities. Combined with the discussion on the WG 1 and 2 activities from Part A of the meeting, the outcomes of the four joint discussion sessions are incorporated in the position below.

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### **Final Report (Content) Summary Position**

In anticipation of the need to work from the considerable amount of collated material that the Action has amassed in the production of the Action's Final Report, a set of 2 CD ROM's were prepared and issued by the Chairman to the WG Chairmen on 25 January 2006. In consequence, a WG Chairmen's meeting was arranged (without reimbursement) in Stansted, England on 20-21 March 2006. This aimed to discuss and agree what should be included in the Final Report.

As noted above, a separate minute of that meeting was issued to members on 7 April 2006 together with the conclusions of what the contents should contain (as Annex A). It was agreed that this Annex A document (Dated 23 March 2006) would be used as the detailed Agenda for the meeting to guide and progress the discussion of Working Group activities and the related sections of the Final report.

Consequently, the following was reported, discussed and agreed on the Final Report sections:

#### **Chapter 1 Introduction (Draft as at 11 May 2006)**

- The discussed draft content prepared and issued by the Chairman was accepted in outline.
- The Chapter should be added to the website to offer an introduction to the electronic material
- Consideration should be given to translating the Executive Summary (once written) into the different National languages for use on the web site (2 pages maximum each, with members contributing to the work involved)
- Any further amendments and changes to the draft (dated 11 May 2006) to be forwarded to the Chairman by 1 July 2006

#### **Chapter 2 Summary**

- Yet to be written. Can only be drafted once the greater extent of the main report has been compiled.
- To incorporate summary points emerging from each WG to be provided by each WG Chairman

### **Chapter 3 The scale of fire loss to historic buildings in Europe**

- Yet to be written by Chairman.
- Current work on analysing fire incident databases will inform content
- Thorbjorn Thedeem (Sweden) to write section (2 -3 pages) on near misses and risk analysis considering impact range of small incidents to complete collapse and use of risk analysis in ameliorating likely consequences. To be submitted to the Chairman by 31 August 2006)

### **Chapter 4 Report on MC activities (Draft as at 12 May 2006)**

- The discussed draft content prepared and issued by the Chairman was accepted in outline
- Check listed to be added by S Kidd and W Kippes.
- Any further amendments and changes to the draft (dated 11 May 2006) to be forwarded to the Chairman by 1 July 2006

### **Chapter 5 WG 1 Activities (Draft as at 12 May 2006)**

- The discussed draft content prepared and issued by the Chairman was accepted in outline.
- Further work due on draft by Chairman
- Any further amendments and changes to the draft (dated 12 May 2006) to be forwarded to the Chairman by 1 July 2006

### **Chapter 6 WG 2 Activities**

- Stewart Kidd used the Annex A document to check out progress on WG 2 activities. He requested final contributions from members by 1 July 2006 so that a start could be made on the final drafting of the section

### **Chapter 7 WG 3 Activities**

- Kerstin Westerlund used the Annex A document to check out progress and developments on WG 3 activities in concluding the report section. It was agreed that all remaining contributions should be sent to her by 1 July 2006

### **Chapter 8 WG 4 Activities**

- Wolfgang Kippes referred to an updated version of his WG4 Chapter, issued on 18 May 2006, under the reference [WG4finalrepv4.doc](#). This was used to direct discussion on the section with remaining contributions being required from members by 1 July 2006.

### **Chapter 9 Conclusions**

- Yet to be written. Can only be drafted by the Chairman once the greater extent of the main report has been compiled.
- To incorporate recommendations emerging from each WG to be provided by each WG Chairman

## **Chapter 10 Case Studies / STSM's**

- Case studies had yet to be considered for inclusion in the Report
- All 4 STSM's undertaken during the Action should be included in the Report findings

## **Chapter 11 Annexes and Datasets**

- Yet to be compiled.

As the various pieces of work progressed to this schedule it was agreed that the WG Chairmen should meet again in Schonbrunn, Vienna, on 18-19 September 2006. The purpose of the meeting would be to review progress with the remaining drafting and compilation of the full report document.

---

### **STSM Progress**

As approved at the Helsinki meeting, the Chairman reported that the following STSM's have been carried out in the interim and satisfactorily completed:

#### **Working Group 2: Review of Research on Burnt Stones in Built Heritage**

A copy e-mail from Mr Ákos Torok of Budapest University of Technology and Economics, dated 16 February 2006, confirming the successful execution of the above Short Term Scientific Mission (STSM) by Dr Miguel Gomez-Heras over the period 29 January – 5 February 2006 at the Budapest University Department of Construction Materials and Engineering Geology in Budapest together with a copy of Dr Gomez-Heras' STSM Final Scientific Report, received on 21 February 2006, setting out his findings in respect of reviewing "Research On Burnt Stones In Built Heritage" was forwarded to the COST Office on 21 February 2006.

#### **Working Group 4: Managing Security System for Protection of Built Heritage**

A copy e-mail from Mr Torger Korberget, dated 17 March 2006, confirming the successful execution of the above Short Term Scientific Mission (STSM) by Mr Jan Holmberg over the period 27 February – 4 March 2006 at Maihaugen, Lillehammer, Norway together with a PDF copy of Mr Holmberg's STSM Final Scientific Report, received on 7 March 2006, setting out his findings in respect of reviewing "Managing Strategies to Secure Integration of Damage Limitation Teams and Professional Fire Service" was forwarded to the COST Office on 19 April 2006.

#### **Working Group 4: Managing Strategies to Secure Integration of Damage Limitation Teams and Professional Fire Service**

A copy e-mail from Dr Wolfgang Kippes, dated 24 March 2006, confirming the successful execution of the above Short Term Scientific Mission (STSM) by Mr Mike Coull over the

period 26 February – 3 March 2006 at Schloss Schonbrunn, Vienna, Austria together with a PDF copy of Mr Coull's STSM Final Scientific Report, received on 27 March 2006, setting out his findings in respect of reviewing "Managing Strategies to Secure Integration of Damage Limitation Teams and Professional Fire Service" was forwarded to the COST Office on 19 April 2006.

## **14. Long-term planning**

### **Frame work for Final Report**

An e-mail was received from the Science Officer on 24 March 2006 outlining the procedures that need to be adopted when publishing the Final Scientific Report. A full set of rules and guidance on these procedures are available at [http://www.cost.esf.org/fileadmin/cost\\_documents/guidelines/2-financial\\_instruments/2.7-Publications.pdf](http://www.cost.esf.org/fileadmin/cost_documents/guidelines/2-financial_instruments/2.7-Publications.pdf)

### **Procedural Advice**

The following advice was received by the Chairman by e-mail on 2 February 2006 from Ulla Priha (previous Chairman TC WG Evaluations) concerning how the final report should be prepared and concluded:

*Your action is maturing this year. The TC UCE had it last meeting last week but the work goes on. The new Domain Committee shall carry on. As a chairperson of the old TC WG Evaluations I would like to point you some procedures and offer you help if you would happen to need that. The important items are:*

- *self evaluation*
- *election of external expert(s)*
- *work of the evaluation panel*
- *the Action chair must hand out the Final Evaluation Report to TC for acceptance.*

*The MC and WG members shall do the self evaluation. Maybe you would like to use the model that I include here (self evaluation checklist). That form is best to fill in an electronic form. But first the Action chairman must fill in the checklist some items to identify it for your action! Then the answers are possible to pull together. If you like, the self evaluation forms can be mailed to me and I can summarise that and send that to the action Chair. That self evaluation must be included in a short form in the Final Evaluation Report, chapter 8.*

*External experts must be accepted by TC and invited by the Cost Office. Because we do not have a TC meeting any more, the acceptance must be carried out by written procedure. That means when your MC has elected experts, your scientific officer will take care of the acceptance procedure.*

*For the final evaluation a panel is gathered up. The TC representative in your action shall chair. Other members are: action chairman, external evaluators (at least one)*

*and your scientific officer. As a working procedure they can use a written procedure or have a meeting with the panel in connection with MC meetings or in the Final conference or some other way. Those meetings administratively must be organized with Cost Office!*

*The external evaluators shall write a short evaluation (1-2 pages) according to contents of Final Evaluation Report. External evaluators can be paid 100 € honoraria for that written report and they can be reimbursed as an expert for meetings according to Cost Office rules the way that your scientific officer knows best.*

*It is also very helpful if that panel or TC rapporteur shall write some concluding remarks for presentation and acceptance in DC meeting.*

See Appendix C for a copy of the Self Evaluation Form as a Word document. This proforma should be completed by all individual Action members for collation of the results so that the impact of the Action and its work can be assessed. The Chairman will initiate this requirement before the end of July 2006. The proforma should only take a few minutes to complete electronically.

### **External Evaluator**

On 23 January 2006 the Chairman was informed by the COST Office that Technical Committee still had indicated that they had not received a name for an external evaluator for COST C17 when the Action comes to an end and was informed that one had to nominated. As this was compulsory requirement and failure to have an external evaluator place could jeopardize the funding of the Action's final meeting the Chairman had approached a number of people inviting them to undertake this task.

In the event Dennis Davis, *Chairman Comite Technigue International de Fue (CTIF), Europe Commission*, agreed to take on the important role of assessing the Action's findings and preparing the necessary Evaluation Report.

This was intimated to the COST Office on 16 February 2006, and accepted. In turn, this information was passed on by the COST Office to Ulla Priha on 17 February.

### **15. Time and place of next meetings**

To progress the drafting of the final report, it was agreed that the WG Chairmen will meet in Schloss Schonbrunn, Vienna, on 18-19 September 2006.

Discussion with Stefano Marsella and Luca Nassi confirmed the availability of the Istituto Superiore Antincendi, Via del Commercio 13, Rome, Italy to enable the final meeting of the Action. As a result of the need to ensure the availability of all WG Chairmen to report their findings, the need to gain access to the full extent of the Institutes' economically priced

accommodation, and to keep within the allocated budget, it was agreed necessary to move the dates of the final C17 meeting and conference to 1-3 December 2006.

## **16. AOB**

It was reported that:

A conference entitled “*Protecting the Nation’s Heritage from Fire*” was held on 27 October 2005 at the College of St Hild and St Bede, University of Durham, UK. Organised by the Northern Branch of the Institution of Fire Engineers 5 papers were presented on the themes of:

- Fire Safety Upgrading in Heritage Buildings (Dr Eric Marchant)
- The Great Fire of Edinburgh (Frank White)
- Preparing for Disasters in Historic Buildings (Steve Emery)
- Prevention of Fire and Post Fire Restoration in Heritage Buildings (Nathan Hewitt)
- The Impact of Fire and Restoration (Brancepeth Church) (Tracy Ingle)

Dr. Miguel Gómez Heras reported on 3 November 2005 that he had spoken with Mr. José Vergara, responsible of the Fire Protection course held in Valencia, Spain on 14-16 September 2005. This had dealt with fire prevention and extinguishing methods as applied to libraries and archives. The course included international experts, including staff with experience of the Anna Library fire in Germany. This course was intended to be an extension of that being developed in liaison between the Valencia Library and Fire Brigade. The intention was to open up a dialogue between the Fire Brigade and Conservators to establish a permanent liaison for prevention purposes. The course underlined an inventory of places at risk in small villages to create a pool of data for Fire Brigade purposes. This included the revision of places at risk by firemen, and the training of librarians to attend to the needs of the Fire Brigade in the eventual case of a fire. It also included practical extinguishing tests, and the burning of a “test” library. Proceedings will be eventually produced with the course contents.

The Chairman was informed on 20 November 2005 that British Automatic Sprinkler Association BASA's membership had changed its name to the *British Automatic Fire Sprinkler Association - BAFSA*.

Alan Brinson of the European Fire Sprinkler Network reported that, on 30 November 2005, *Aftenposten*, the Norwegian paper, published an interview with Tor Suhrke, Department Director of the Norwegian Directorate for Civil Protection and Emergency Planning. In this Tor Suhrke made clear his support for sprinklers in homes, aimed at reducing the 40-50 lives lost in Norwegian homes to fire each year. The same day the Norwegian government made a press release in which Tor Suhrke gave details about the costs of sprinklers in homes in Norway and referred to the experience of Scottsdale, Arizona, which has fitted sprinklers in all new construction since 1986. The government article made clear its support for sprinklers in homes and pointed out that Norway was the first European country to require smoke



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detectors in homes. Even without legislation, Norway already installs about 50,000 sprinklers in homes each year.

The meeting closed at 1200 hrs with a vote of thanks to Peter Kercic and his staff for providing the support and facilities at Fuzie Castle.

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### **Heritage Protection International Conference, Ljubljana Castle: 24-25 May 2006.**

In support of the C17 meeting a *Heritage Protection International Conference* was held in Ljubljana Castle on 24-25 May 2006. Organised by the Slovenian Fire Protection Association it was attended by COST C17 and NFPA Cultural Resources Committee members. Conference Abstracts of the 22 presented papers were published in Slovenian and English.

Ingval Maxwell OBE  
Chairman MC  
COST Action C17  
12 June 2006

## Annex A

# COST Action C17: Built Heritage: Fire Loss to Historic Buildings

Project's website: [www.heritagefire.net](http://www.heritagefire.net)

### 1. Problems to be solved:

The intention of the Action is to address the significant physical and cultural loss of Europe's built heritage to the damaging effects of fire. Across Europe, statistics on the real level of fire loss to the built heritage are unknown but, some consider it could be as high as one important building per day. An increasing international awareness of this potential high level of loss indicated that some response had to occur to co-operate more widely in this area of concern, and to address the related issues in a co-ordinated manner.

### 2. Scientific Objectives and Approach (including innovation):

The Action's aims will be achieved in a multi-disciplinary, multi-national manner, involving 20 countries, through the collaboration and integration of a variety of related projects. The outcomes will be the promotion of data, methodologies, and management systems. This will assist a wide range of end-users balance fire engineering needs with conservation requirements in the future preservation of the European patrimony.

### 3. Achieved Scientific Results:

The Action is considering and presenting evidence on the:

- Vulnerability of historic buildings to fire
- Risk assessment methodologies
- Protection of fabric and content
- Prevention of fire and fire spread
- Detection and suppression requirements
- Training and management of staff
- Insurance considerations

### 4 Policy Impact:

Working Group Activities will impact on policy areas that include:

Data, Loss Statistics and Evaluating Risks (WG 1)

- Data and Fabric analysis
- Qualitative Risk analysis

Available and Developing Technology (WG 2)

- Available technology (Fabric and materials)
- State-of-the-art solutions

## Cultural and Financial Value (WG 3)

- Financial data and risk
- Loss recovery

## Property Management Strategies (WG 4)

- Support for property managers
- Staff training

**5. Dissemination and Exploitation of the Results: spin-offs, publications, database operational at the end of the project, patent etc.:**

Published articles on the work of COST Action C17 have included:

- “*Cultural Exchange*”, December 2002 edition of Fire Protection and Fire Engineers Journal.
- “*The Challenge Before Us*” Integrating Historic Preservation with Security, Fire Protection, Life Safety and Building Management Systems” Instituto Superiore Antincendio: Rome Conference Proceedings, April 2003
- “*COST Action C17, Built Heritage, - Fire Loss to Historic Buildings*”, Forum KGS/PBC/PCP Nr. 3/2003, BABS, Bern, December 2003.
- “*Action Against Fire*”, October 2005 edition of Fire Protection and Fire Engineers Journal.

TV exposure on the work of the Action have included events at:

- Melhus, Trondheim field experiment on Norwegian TV News 16 April 2004
- Varna, interview on Bulgarian TV News on 9th September 2004
- Varna, interview on Bulgarian TV News on 10th September 2004

Oral presentations at conferences and seminars on the work of the Action have included:

- Conservation Seminar, Fire Safety Officers Course, Fire Service Training College, Gullane, Scotland: 10 January 2003
- Integrating Historic Preservation with Security, Fire Protection, Life Safety and Building Management Systems, Instituto Superiore Antincendio: Rome, Italy 10-11 April 2003
- Slovenian FPA Conference, Ljubljana, Slovenia: 1-3 October 2003
- Fire Service Training and Research Trust, Edinburgh, Scotland: 14 July 2004
- International Workshop, Varna Free University, Bulgaria: 9-11 September 2004
- Fire Restoration of Historic Town Centre Conference, Chester, England: 19-20 October 2004.
- Strathclyde Fire Brigade Sprinkler Conference, Loch Lomond, Scotland: 27 October 2004
- Colvin Trust Conference, England: November 2004
- BASA Sprinkler Conference, Manchester, England: 11 November 2004
- FIRETECH Concluding Seminar, University of Ghent, Belgium: 30 November 2004
- Misure Antincendio e Patrimonio cultural: Santa Maria della Scala, Siena, Italy: 8

April 2005

- Fire Safety and the Historic Building Seminar, Dublin, Ireland: 14 April 2005
- BASA Sprinkler Conference, New Lanark, Scotland: 14 June 2005
- NFPA Cultural Resources Committee, New Lanark, Scotland: 15 June 2005
- COST + Cultural Heritage: Crossing Barriers, Florence, Italy 20-22 October 2005
- Scottish Centre for Conservation, Post Graduate Course, Edinburgh, Scotland. 6 February 2006
- Architectural Conservation Course, University of Ulster, Belfast, Northern Ireland 1 March 2006
- European Fire Sprinkler Network MEP meeting, European Parliament, Brussels, Belgium 7 March 2006
- Heritage Protection International Conference, Ljubljana, Slovenia 24-25 May 2006
- 7<sup>th</sup> European Conference, “SAUVEUR”, Safeguarding Cultural Heritage. Understanding & Viability for the Enlarged Europe, Prague, Czech Republic 31 May – 3 June 2006

**Contract number: COST Action C17**  
**Contract type<sup>1</sup>: COST network**

**Start date – End date: 13/12/02– 12/12/06**  
**Duration (in months): 48**

**Coordinator details:**

Mr Ingval Maxwell OBE DADun RIBA FRIAS FSAScot

Chairman: COST Action C17

Director, Technical Conservation, Research and Education, Historic Scotland, Longmore House, Salisbury Place, Edinburgh, EH9 1SH, Scotland.

Email: <Ingval.maxwell@scotland.gsi.gov.uk>

Tel. number: 00 44 (0) 131 668 8619

Initiated with 5 Membership Signatory Countries in April 2002, the Action was formally launched the following December. The number of Membership Signatory Countries finally reached 20 - Austria, Belgium, Bulgaria, Denmark, Finland, France, Hungary, Israel, Italy, Macedonia, Netherlands, Norway, Poland, Serbia and Montenegro, Slovenia, Spain, Sweden, Switzerland, Turkey, and the United Kingdom.

In addition, corresponding membership interests have been established with other organisations and networks, including:

Baltic Sea Countries -

- *Association of Castles and Museums around the Baltic Sea*
- *Federation of Finnish Insurance Companies*

Canada -

- *Parks Canada*

Europe -

- *Comite Technique International de Feu (CTIF) Europe Commission*

---

<sup>1</sup> Cost-shared research (or STREP), Accompanying Measure (or SSA), Concerted Action, Thematic Network.

- *Eurosprinkler Network*

Russia -

- *Russian Civil Defense and Disaster Management Research Institute*
- *International Informatization Academy*
- *WORLD Academy of Sciences for Complex Security*
- *Academy of State Fire Service of Emercom of Russia*

UK -

- *Scottish Historic Buildings Fire Liaison Group*
- *Scottish Building Standards Agency*
- *Historic Buildings Fire Research Co-ordinating Committee*

USA -

- *NFPA Cultural Resources Committee*



In an uncontrolled emergency situation the intensity of a fire can reach a temperature of over 1000° Celsius in only 3 minutes. This poses a major threat to life, building and contents alike. Yet, much complacency exists in the minds of heritage building owners when asked the challenging question “What do you want left after the fire?”

The intention of COST Action C17 is to address the significant physical and cultural loss of Europe’s built heritage to the damaging effects of fire in a pragmatic manner. The aim is to provide building owners and other interested parties with relevant guidance and meaningful advice.

(Updated 10 June 2006)



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## Annex B

### WG 2 DATA QUESTIONNAIRE

- Is in your Country someway stated which contractors can operate in a historical building?
- Does it exist, in your Country, a special register or other recognized list for contractors, craftsmen and/or generic manpower appropriately skilled to operate in a historical building?
- Does it exist, in your Country, a special register or other recognized list for people appropriately skilled to operate in a historical building damaged by a fire?
- Does it exist, in your Country, a special register or other recognized list for people appropriately skilled to operate in a generic building damaged by a fire?
- Do exist, in your Country, lists of contractors dealing with restoration and fire protection in heritage buildings?
- Does it exist in your Country a defined training that contractors or involved people must have followed to be eligible to operate in a historical building in general or in a historical building damaged by a fire?
- Can you suggest any Web sites where is available useful information on the subject (contractors, professional skills, craftsmen, etc. to intervene in a historical building or in a historical building damaged by a fire)?
- Which are in your Country the Organizations (public or private ones) taking care and having jurisdiction on historical buildings, on historical buildings damaged by a fire and on fire prevention in historical buildings?
- Any useful information on specialist contractors working on rehabilitation or restoration of historical buildings in your Country.
- Any information on organisations such as trade associations or groups or any database which might be available on the subject.
- Any other useful news on the subject.

Prof Vincenzo Nuzzolese

24 October 2005

## Appendix C: Self-Evaluation Form



# European Cooperation in the field of Scientific and Technical Research ACTION COST C 17 SELF EVALUATION CHECKLIST

Dear member of COST Action C17: in order to turn the evaluation of this Action more representative, transparent and participative, the evaluation team would appreciate very much if you would take at least the time to tick the boxes of the following few questions (5 minutes); beyond that, we would appreciate very much additional comments. Of course, they will be used in the overall evaluation without identifying the authors. **Please specify if your answers should be treated confidentially.**

Ingval Maxwell: Action chair- TC representative - Scientific Officer : Marcus Zisenis

### 1. Results versus objectives

Do you think that COST Action C 17 achieved the general goal of COST, namely increasing European co-operation and interaction and improve European synergy in the field?

Results versus general objectives

Excellent

Good

Fairly good

Poor

Bad

Comment:

Do you think that COST Action C17 achieved its main objective to *"define at a European level the degree of loss to the Built Heritage to the effects of fire and for the proposal of remedial actions and recommendations to combat such loss, using minimal invasive techniques"* as stated in the agreed MoU

Results versus specific objectives

Excellent

Good

Fairly good

Poor

Bad

Comment:

## 2. Outcome and achievements

Could you please describe the main outcome and the main achievements of the COST Action C 17 and the significance of these?

### Outcome and achievements

Excellent

Good

Fairly good

Poor

Bad

Comment:

## 3. Impact of COST Action C xx

Could you please describe the importance and benefits of COST Action C 17 for research and technology in your own country?

### Impact of COST Action C17

Excellent

Good

Fairly good

Poor

Bad

### External "visibility"

Excellent

Good

Fairly good

Poor

Bad

Comment:

## 4. European added-value

Could you please describe how the scientific research in the domain of COST Action C 17 in your institution has been improved by the COST co-operation?

Could you please identify what synergies and added value came out of the COST framework?

### National projects set up or running

Excellent

Good

Fairly good

Poor

Bad

### International projects set up or running

Excellent

Good

Fairly good

Poor

Bad

### Other added-value aspects

Excellent

Good

Fairly good

Poor

Bad

Comment:

## 5. Coordination and management

Could you please describe the effectiveness of coordination and management of COST Action C 17?

Overall management of Action				
Excellent	Good	Fairly good	Poor	Bad
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Organisation of meetings				
Excellent	Good	Fairly good	Poor	Bad
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Distribution of documents (including minutes, etc.)				
Excellent	Good	Fairly good	Poor	Bad
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Usefulness of the COST homepage				
Excellent	Good	Fairly good	Poor	Bad
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Internal self assessment of Action progress				
Excellent	Good	Fairly good	Poor	Bad
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comment:

## 6. Dissemination and results

Could you please describe briefly the effectiveness of dissemination?

Publications from meetings				
Excellent	Good	Fairly good	Poor	Bad
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Accessibility of documents				
Excellent	Good	Fairly good	Poor	Bad
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Publicity and marketing (national and international)				
Excellent	Good	Fairly good	Poor	Bad
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comment:

## 7. Organisation

Do you think within COST C 17 there should/could have been made more (you may tick several fields):

Research

Case Studies

Common Projects

Seminars  
ConferencesWorking Group  
Meetings

Do you think your workload was generally

Far too heavy

Too heavy

Ok

Small

Do you find it beneficial the meetings being held in partner's (or other) cities?

Very much

Fairly

not so much

better in Bruxelles

Do you think that the interactions among the 4 working groups was

Excellent

Good

Sufficient

not enough

## 8. Participation

Could you please describe briefly the effectiveness of the participation of your Institution to the Action?

European wide

Excellent

Good

Fairly good

Poor

Bad

Nationally / regionally

Excellent

Good

Fairly good

Poor

Bad

Within your organization

Excellent

Good

Fairly good

Poor

Bad

Short-term scientific missions

Excellent

Good

Fairly good

Poor

Bad

Comment: (Especially if you took part, as organiser, researcher or host Institution in one of the STSM's)

### 9. Economic aspects

Could you roughly estimate the total manpower in person-days dedicated by yourself and by your Institution's personnel to the activities of the action each year and for the entire duration of the COST Action C17, including attendance of meetings?

Number of person-days							
2000	2001	2002	2003	2004	2005	2006	TOTAL

Could you estimate the total financial resources mobilised by your Institution each year and for the entire duration of the Action for the scientific research co-ordinated by the COST Action C17, excluding the cost of above mentioned person days?

Cost, excluding the cost of above mentioned person days, in EURO							
2000	2001	2002	2003	2004	2005	2006	TOTAL

Cost (time and money spent) of Action in relation to participation

Excellent  Good  fairly good  poor  bad

Cost (time and money spent) of Action in relation to added value

Excellent  Good  fairly good  poor  bad

Comment:

### 10. Overall COMMENTS and RECOMMENDATIONS

Would you like to give some overall comments and recommendations, including possible new actions?

Signature and Date

Would you please fill in the following data, for statistical reasons?

**(no individual data will be disclosed)**

Please tick yellow fields		<input checked="" type="checkbox"/>	
<b>Voluntary information</b>			
Name of the institution you are presently working for			
Home page- <a href="#">www.</a>			
Does this page have a link to	To the COST homepage	To some the homepages of some of your COST C 17 partners	
	<input type="checkbox"/>	<input type="checkbox"/>	
Age			
Your e-mail			
<b>Desired information</b>			
<b>Your activities are presently carried out</b>			
Mostly	<input checked="" type="checkbox"/> Tick one or several, on both sides		Besides
<input type="checkbox"/>	Government	National	<input type="checkbox"/>
<input type="checkbox"/>		Local / regional	<input type="checkbox"/>
<input type="checkbox"/>	University / research / institute		<input type="checkbox"/>
<input type="checkbox"/>	Consulting		<input type="checkbox"/>
<input type="checkbox"/>	NGO		<input type="checkbox"/>
<input type="checkbox"/>	Freelance		<input type="checkbox"/>
Other (specify)			
<i>Your formal training</i>		<b>Your present profession / activity</b>	
Engineer	<input type="checkbox"/>	Researcher	<input type="checkbox"/>
Architect	<input type="checkbox"/>	Planner	<input type="checkbox"/>
Urban planner	<input type="checkbox"/>	Manager	<input type="checkbox"/>
Sociologist	<input type="checkbox"/>	Civil servant	<input type="checkbox"/>
Other (specify):		Other (specify):	
<i>On subject treated in COST C17 Action, did you do</i>			
	before	during	in the future
Research	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Case studies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Projects	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Implementation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (specify):		<input type="checkbox"/>	<input type="checkbox"/>