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Draft

Management Committee (and Working Group Meetings) Number 7

COST Action C17

Built Heritage: Fire Loss to Historic Buildings

Santa Maria della Scala, Siena: Italy 7-8 April 2005

The meeting was held in the Santa Maria della Scala Complesso Museale, Istituzione del Comune di Siena, Italy and was organised and supported by Luca Nassi. The Chairman called the Part A MC meeting to order at 09.15 hrs and adjourned it at 13.00 hrs on 7 April 2005. He reconvened the Part B MC meeting on 8 April 2005 at 17.45 hrs and concluded it at 19.00 hrs.

Part A: 7 April 2005

1. Welcome to participants

Members were welcomed by Pietro Fodera, Chief of Fire of Siena Province. They were invited to briefly introduce themselves, and a particular welcome was offered to the new members from Hungary, Israel, Netherlands, Macedonia and Poland. In total, from the 60 possible official participants, 43 members were attending the MC and WG meetings.

2. Adoption of agenda

The draft agenda was agreed

3. Minutes of MC meeting: Varna, Bulgaria: 9-11 September 2004

As noted in the Minutes of the WG Chairmen's meeting in Stansted, a full set of Varna meeting papers had been issued to members, as PDF documents, by e-mail on 2 October 2004.

As no corrections were required these were approved

It was noted that the Varna International Workshop Proceedings have still to be published. P Hristov and G Mileva indicated that papers from S Emery and S Kidd were still to be received. Following discussion, both authors indicated that they had already provided their documents. This would be further checked by Bulgarian colleagues, who also indicated that the Proceedings would be printed within the next 2-3 months.



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Minutes of WG Chairmen's meeting: Stansted, England: 9-10 February 2005

A full set of Minutes, dated 12 February 2005 had been prepared and issued to Action members. As no corrections were required these were approved.

To avoid duplication in what was recorded in the minutes, the Chairman indicated that the under-noted Matters Arising should be read in conjunction with Matters Arising, as contained in the Stansted Meeting Minutes as, combined, they cover the full period from 12 September 2004 to 6 April 2005.

Matters arising

The under-noted documents had been issued to members –

- *Malicious Attacks on Heritage Buildings* paper by Dennis Davies, forwarded on 9 December 2004
- *Information Bulletin of World Fire Statistics No 20 October 2004* on 25 January 2005 (The associated web site www.genevaassociation.org contains similar reports covering the period 1997 – 2004. The Geneva Association is a unique world organisation formed by some 80 Chief Executive Officers of the most important insurance companies in Europe, North America, South America, Asia, Africa and Australia. Its main goal is to research the growing economic importance of world-wide insurance activities in the major sectors of the economy.)
- A note by Mike Coull on the *UK Fire & Rescue Statistics User Group* meeting held in London on 1 March 2005
- A copy of the *Kent Fire & Rescue Service Policy Directive concerning the use of Sprinkler Systems*
- A copy of the *Sprinkler Section* from *BB 100 Designing and Managing against risk of fire in Schools*
- *The Efficacy of Water Mist Fire Suppression Systems for Archive Protection* by Dr Eric W. Marchant, Edinburgh Fire Consultants Limited for the National Archives of Scotland
- Short Term Scientific Mission: 'Comparison of Data Categorisation of European Countries Fire Reporting Statistics'
- *COST Action C17 WG 1 STSM Scientific Report* by Kalle Reivila, National Board of Antiquities, Finland: 3rd November 2004

Geir Jensen and Sjur Helseth of the Directorate for Cultural Heritage, Norway offered an update on the proposal to prepare three related technical publications that would be of value to Action members. This followed successful discussions with Historic Scotland, when a formal agreement on a joint approach to producing the 3 reports was determined on 7 February 2005. The studies are:

- "*Hypoxic Air Inerting Technology*": would evaluate the technology for potential applications in pilot heritage sites in different countries.



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- *"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.

Released under the joint logos of Riksantikvaren, Historic Scotland and COST, the reports are currently being scrutinised by the funding partners and will be published by mid 2005. The COST Office would be invited to provide an up-to-date version of the COST Logo for use on the report covers.

4. Report from the Scientific Officer

News from the COST Office. A number of issues were reported by Isabel Silva Ballesteros.

The most important current COST activity is the ongoing financial audit (by the EU auditing team) and the preparation for scientific audit (by an independent external panel) in the COST Transport and COST UCE as extended by their domain review (also by independent teams).

In particular she noted that -

- C 17 has to prepare its Annual Report following the Rules for Monitoring - abstract of the relevant articles and paragraphs from the general COST Rules for Assessment, Monitoring and Evaluation, the full text of which is available on ;
[http://cost.cordis.lu/src/doc/222.03 Guidelines for assessment monitoring and evaluation.pdf](http://cost.cordis.lu/src/doc/222.03_Guidelines_for_assessment_monitoring_and_evaluation.pdf).
The task is to prepare responses to articles 3 (Technical description), 5 (Results), 6 (Dissemination), 7 (Economic dimension) and 8 (Self evaluation).
- Information should also be included on the dissemination activities of individual members [Article .6] and the economic dimension (expenses) in each participating country [Article 7] with a concentration on Article 8. This requires a 1/2-1 page description of the last years results and achievements (briefly mentioning any problems).
- The COST Office is preparing several publications (both general and domain) and for this purpose they require a 1/2-page description of the Action. This should not be the formal wording of "Main objective" as written in the MoU, but prepared in some more readable way, including the achievements already reached (the Chairman had already submitted this to the COST Office).
- The auditors have found a few problems with non-compliance of the COST Financial Rules, particularly -
 - Tickets worth more than €1200 can be presented for reimbursement only if approved by the COST Office before the meeting. Otherwise the Office is obliged to cut the reimbursed amount. Similarly, this requirement also applies to non-economy class tickets – they need to be approved by the Office, in advance, and justified by a note from the travel agency confirming that *"no economy class ticket was available"*. There was also a



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need to make any invited experts from outside Europe aware of this €1200 rule (remembering that the changing currency exchange rate can easily produce a ticket above the €1200 ceiling)

- On the rule of refunding of the overnight accommodation related to the meeting duration, the COST Office can reimburse only the period starting 1 day (night) before the meeting and ending 1 night after the meeting (For example: if the meeting duration is 1 day, only 2 nights (arriving on the day before and departing on the day after) can be requested for reimbursement; if it is a 2 days meeting, 3 nights can be reimbursed). In case of using an APEX ticket, this should be clearly marked (ticked-in) on the Reimbursement Request form (where, in such a case, the extra night for APEX rule is justified)
- She stressed the need to have the above rules in mind if organising any meetings in the "remote areas" of Europe. The COST Office cannot approve meeting where half of members will ask for expensive tickets and the other half for several extra nights.
- Status of Action: was still on target for completion by December 2006. So far, according to the COST Office files 17 countries, with the date of signing, have joined COST Action C17 as follows:

Austria	18 April 2002
Belgium	06 January 2005
Bulgaria	09 September 2002
Denmark	18 April 2002
Finland	18 April 2002
France	05 May 2003
Israel	14 April 2004
Italy	21 November 2002
Netherlands	21 January 2005
Norway	13 May 2002
Poland	01 October 2004
Slovenia	16 May 2002
Spain	18 April 2002
Sweden	23 April 2003
Switzerland	05 September 2002
Turkey	01 October 2004
United Kingdom	18 April 2002

- In addition, official acceptance of participation was being waited from Hungary and Macedonia.
- Corresponding membership was also being maintained with contacts in the USA and Russia, and with the Scottish SHBFLG and UK NCCFRHB, together with the Association of Castles and Museums around the Baltic Sea



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5. Year Budget status and planning

A preliminary indication of the Action's operating budget for 2005 was received by the Chairman from the COST Office on 15 September 2004.

It had been confirmed by the COST Office that, following the cancellation of the proposed New Lanark meeting, there was now sufficient funds in the C17 budget to hold full Action MC + WG meetings at Siena and Helsinki.

Isabel Silva Ballesteros reported that the Action spent approx. €100,000 in 2004, and that each meeting involving 60 participants was costing €36,000 to hold. She also indicated a new arrangement whereby the Chairman could now be assigned a General Action Grant budget of €2,000 per annum to cover associated costs incurred by the Action. Following discussion, the MC agreed that the funds for 2005 should be spent on updating and improving the new C17 website.

After having analysed the activities of all UCE Actions so far this year, and their planned meetings for the rest of the year, the budget of C17 has been slightly increased by the COST Office to allow the Action to have a full MC + WG meetings later in the year. The total budget available for the Action has thus been raised to €75,000 with €36,000 committed for the October 2005 Helsinki meeting, €36,000 for the current Siena meeting (60 participants) and €3,000 for the WG Chairmen's meeting at Stansted in February 2005.

A plea was made to all office-holders and delegations that, because of the limited financial budget, all future participants of activities organised by Action C17 must pay adequate attention to keeping to the principle of the most economical overall expenditure when seeking reimbursement.

6. STSM status, applications

Kalle Reivila's WG 1 STSM final Scientific Report, *Comparison of Data Categorisation of European Countries Fire Reporting Statistics* carried out over the period 5 October – 13 October 2004 was completed, and received on 3 November 2004.

Isabel Silva Ballesteros reported that new arrangements had been agreed in the COST Office for carrying out future STSM's. Noting that this device was being used effectively by other Actions, a separate STSM budget was now being held by the COST Office on a first-come-first-serve basis for applicants. It was also possible to register STSM's on-line, where the new Guidelines were also available. It was therefore prudent that any proposal for future C17 STSM's should be prepared as soon as possible. So far the Steering Committee has received no STSM applications, so new applications were being welcomed.

7. Publications, annual report



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Isabel Silva Ballesteros confirmed that each Action has to submit a Progress Report before the end of a calendar year. A template for this can be found in the Annex of the COST Document 222/03 'Guidelines for assessment, monitoring and evaluation of COST Actions' as approved by the CSO on 6-7 February 2003.

The Chairman reported that a draft Interim Annual Report, covering the period 13 December 2002 to 31 December 2004, was discussed in detail at the WG Chairmen's meeting in Stansted. Taking into account changes suggested by the WG Chairmen, his revised draft was being presented to the MC meeting for further deliberations. The Chairman explained that he had drafted this version to be a full record of the Action's activities so far, and because of the need to also keep track of the considerable amount of material that had been gathered, and was still being collected. He also emphasised that it was an "accumulative report" and that he would be adding to its contents as the year progressed so that, next year, when an up-date was required to be submitted, he would be able to do so more easily.

He reported that this version had also and had been developed in accordance with the requirements of the COST Office as set out in the Scientific Officers e-mail to COST Chairmen of 4 March 2004. Issued in draft to members on 2 April 2005, the report presented a summary collation of all oral presentations, scientific site visits, and collected papers issued to members before, during and following the various meetings.

It was confirmed that the intended audience for the Report was officials in the COST Office and the COST Technical Committee. Consequently the report needed to start answering the requirements of the MoU as this would be the basis against which the content would be judged. Members were encouraged to refer to the MoU conditions where, under each section, considerable progress had already been made in pursuance of the main objective. In particular the Action was successfully working in a multi-disciplinary, multi-national manner through the collaboration and integration of a variety of related projects, Evidence for this was clearly apparent in the Interim Report and in the various sets of meeting photographs.

Following discussion it was agreed that this updated version and the under-noted framework would formed the basis of the joint WG session discussions to plan the way forward over the remaining life of the Action.

Recognising what had already been achieved by the Action and, in accordance with the MoU criteria, the following summary points were also made. It was agreed that these should be noted as an interim summary position on the work of the Action in accordance with the agreed MoU, and the points should be developed further over the remaining course of the Action to present material for the Introductory Chapter to the Final Report:

Status of the research in the field

Good progress had been made in compiling data on the number of important historic structures in Europe whilst at the same time recognising that each country had defined what they identified as being of significance and value in their own terms. The important point was



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that each nation had identified the relevance and importance of their built heritage and, collectively, that was at risk from the effects of fire, amongst other threats. Through sharing and exchanging scientific and technical information, the work of the Action has been enhanced by a number of scientific visits held in association with its meetings in each of the host countries. As a result, a considerable amount of skill and knowledge is being pooled.

Fire damaged heritage property

During different Action meetings analytical details of a variety of fires that have occurred during the life of the Action are being presented by members. Tragically, the significant level of loss continues.

Heritage and cultural tourism

The awareness of the economic and national impact on tourism as a result of the effects of fire on cultural heritage properties is considered to be on the increase as a result of the Action's activities. This is building upon a developing understanding that the built heritage is a finite resource and, if allowed to remain under threat and risk, our temporary custodianship of such properties can rightly be challenged as being ineffective.

Offsetting this, positive actions have been taken at a number of properties visited by Action members. These include the National Library of Scotland, General Register House, and Newhailes House, Edinburgh; Baugshaug House, and Roros World Heritage Site, Norway; Schonbrunn Palace, Vienna; Nessebar World Heritage Site, Bulgaria; Versailles Palace, and Eiffel Tower, Paris; and Santa Maria della Scala, and La Banca Monte Paschi, Siena. In each case lessons learnt were fully explored and technological innovations analysed.

Legislation

A greater awareness of changes in the legislative approach that is occurring in various countries has been recognised. This predominantly is moving away from "prescription" to "performance" based criteria. The work of the Action is at the forefront of this change as far as legislation on fire safety is concerned.

Through positive case study exemplars it is also bringing into the frame factors that need to be considered from the building conservation perspective in unison with fire engineering solutions. This theme had emerged at a number of the Action's workshops and seminars.

Organisation and Timetable

Commensurate with available funding the Action has been effective in maximising the available time at its meetings. It has generally achieved this by combining its MC and WG activities at most venues, although a WG Chairmen's meeting, a joint WG 2 and 4, and separate WG 1, 2 and 3 meetings have also been arranged. To further maximise on the time and resources associated seminars, attended by local participants, have generally been arranged in association with the meetings. This has had the additional gain of broadening the sphere of influence of the Action at each meeting venue



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Evaluation of progress

An update of what influence the Action is having is presented at each meeting. This normally takes the form of awareness of copy material on the work of the Action that has been published in the various member countries. National TV news exposure has also been achieved in Norway, Bulgaria and Italy.

Dissemination plan

Through inviting multi-disciplinary local participation at the various workshop meetings and seminars, the original list of 10 end user and beneficiaries has been systematically included in the work of the Action throughout the first two years of its life.

Mode of dissemination

Over the first two years, considerable effort has gone into identifying and compiling relevant material for the Action, and much of this archive is held electronically. However, significant problems in setting up, maintaining and developing the Action's web site have, unfortunately, existed throughout this preliminary period. Primarily this has been caused by lack of funding. Consequently, to date little effort has gone into promoting this material electronically to the wider community. Fortunately, that situation is about to change and a new web site at www.heritagefire.org has been set up and will be developed.

Accommodation of east-west knowledge transfer between Action partner countries

It has been particularly gratifying to have colleagues from Bulgaria join in the Action. Through their contacts, and the International Workshop arranged in association with the Action's Varna meeting, links with colleagues in Russia have also been established.

Through Swedish contacts, members of the Association of Castles and Museums around the Baltic Sea are also informed of the Action's activities.

Taking the above issues into account, it the MC agreed that the Action's "Half Term" Annual Progress Report be finalised and issued to the COST office as soon as possible.

The Chairman released to members a copy of *Technical Advice Note (TAN) 28: Fire Safety Management in Heritage Buildings*. He indicated that this volume had just been produced by Historic Scotland, with Stewart Kidd as author. He thanked WG 2 members for their comments and contributions to the publication during its drafting, and hoped that it would be seen as a significant addition to the 3 other fire related TAN's already available from Historic Scotland. He further indicated that he would be formally launching the TAN at the associated Workshop on 8 April 2005

Josip Korosec informed that he had produced a page describing the Action's activities during the Varna meeting. This had been published in the December 2004 edition 7 of the Slovenian journal *Spomeniskovarstveni Razgledi* under the title *Letna Konferenca COST Action C17 V Varna od 9 do 12 Septembra 2004*



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8. Evaluations

Isabel Silva Ballesteros indicated that COST Document 222/03 also contains information on the evaluation process implemented by Committee of Senior Officials (CSO) and should be referred to for guidance on this topic.

As previously noted by the Chairman, Paddy Elson (NCCFRHB Network) enquired whether the WG 1 STSM report could be copied for distribution to the *HBFRCC*. She also suggested that an entry of the STSM research could be made in the *English Heritage Fire Research Database (FReD)* – and would like to arrange links from relevant COST C17 websites – the link is <http://www.english-heritage.org.uk/fred> This was agreed by the Action's MC. (Post meeting note: the existing link was amended on 12 April 2005).

The Chairman reported that he had followed through the invitation of 7 February 2005 to act as a Referee Assessor on Miguel Gomez Heras's application for an independent *Marie Curie Intra-European Fellowship* bid to the EC's 6th Framework Programme on the topic "*Preservation of stone-based heritage damage by fire during conflict*". A subsequent e-mailed proforma, offering positive support, was sent to the EC on 12 February 2005

As noted, details of a proposal by Irena Wasserman to seek funding under the Israeli Science Networking Development Scheme to investigate the "*Scientific and engineering advances in protection of cultural heritage from fire loss and associated conservation strategies*" were received at the beginning of the year for an Israeli/UK bilateral network on scientific and technical co-operation. On 21 January 2005 the Chairman had replied indicating it appropriate to seek Action MC support for the proposal before any form of commitment could be entered into. As she was not present at the meeting to present the proposal in detail it was decided that this could not be discussed in her absence.

Alan Brinson of the European Fire Sprinkler Network was now routinely sending information on fires to the Chairman who, in turn, was passing on relevant information on historic building incidents to Action members. On 9 February 2005 Mr Brinson indicated that he had received a list of sprinkler-protected hotels in Sweden from *Sprinklerframjandet*, and had estimated that there were now at least 500 sprinkler protected hotels in Europe

As noted, a request to the Chairman to prepare an article on the work of the Action was received from the Editor of the *Fire Prevention and Fire Engineers Journal* on 4 January 2005. This would be prepared following the completion of the Action's Annual Report to the COST Office. Steve Emery informed that he had also referred to the Action in an article which would be published in the May 2005 Journal.

9. Request for new members

The following was reported:



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Belgium

No further contact has been received from Prof. Vandeveld, Ghent University, (and leader of the concluding FIRETECH 5th Framework Project) regarding his interest to join the Action.

Greece

The request from Prof. Kyriakos Papaioannou, Thessaloniki, Greece to join the Action that was received on 12 January 2005 was passed on to the Greek National COST Co-ordinator on 13 January 2005. Although this contact has not yet produced any results, the MC agreed that Greece would be accepted into the Action if a formal official application was made.

In his approach Prof. Papaioannou intimated that he was in the early stages of planning a 2nd International Conference in the area of “Fire Protection and Cultural Heritage” to be held in Greece.

Hungary

The nomination of Ms Monika Hajpal has not yet been confirmed by the Hungarian National COST Co-ordinator. Similarly, the proposal that Macedonia join the Action had not yet been confirmed by the Macedonian National COST Co-ordinator.

Netherlands

The request by Jacques Akerboom, Director, Monumentenwacht Noord-Brabant, to join has now been formalised following the Netherlands official signing up to the Action.

Spain

On 22 February 2005 the Chairman was informed by Alan Brinson that, whilst in Madrid at a fire engineering conference, he met Jaime Gómez Martin of the Spanish Ministry of Education and Culture. Mr Gómez Martin informed the audience that he is responsible for security of the 800 state museums. He expressed an interest to Mr Brinson to be involved in COST C17, to know about its work, and to exchange ideas. He would be delighted to hear from the Action. It was agreed that this link would be followed up by the Spanish Members.

Contact details are - Asesor de Seguridad de Museos, Ministerio de Educacion y Cultura, Dirección General de Bellas Artes y Bienes Culturales, Subdirección General de Museos Estatales, Plaza del Rey, 1, 28004 Madrid, Spain Tele: 0034 91 701 70 55, E-mail : jaime.gomez@dgba.mcu.es

Turkey

The expression of interest to join the Action as made Mr Emin Pehlivan, Fire Chief of Izmit Fire Brigade Department of Kocaeli Metropolitan Municipality, Turkey, has now formalised

Germany

Given the relevant work in progress, members enquired why delegates from Germany had not joined the Action. The process for doing so was explained and the MC agreed that, if Germany was to officially apply to join over the remaining life of the action, the nomination would be approved and be accepted.



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10. Non-COST participations

Since the last MC meeting Isabel Silva Ballesteros reported that the COST Office has not received any requests from a Non COST institution for participation in the Action.

USA

Detailed planning is well underway for the NFPA Cultural Resources Committee Scottish meeting at New Lanark on 15-17 June 2005. This would be linked to a BASA Sprinkler Seminar (at which two COST C17 members would be speaking) on 14 June 2005.

Previous thoughts of linking a COST MC meeting with these events were cancelled by the Chairman on 17 February 2005. This was due to lack of sufficient Action funds to cover members' travel and subsistence costs.

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

Issues of the *Illustrated Master List of Members*, including photos and received CV's, were released to members on 7 and 23 December 2004. Members were asked to update their co-ordinates and return their details to the Chairman. Following receipt of this additional information, further adjustments will be made, and a revised illustrated list will be issued as soon as possible. This would include further clarification received from the COST Office in February 2005, and update information received from Polish colleagues regarding their participation.

The indication received from Kerstin Westerlund on 22 January 2005 that a new Danish representative from the Danish National Heritage Board would be interested in joining the Action has not yet produced any results. The Chairmen subsequently intimated this information to the Danish National COST Co-ordinator, but has received no response on this to date. Meanwhile information is routinely being issued by e-mail to the original Danish nominee in anticipation that the information is being passed on to those that might value it. Despite this approach, members expressed some concern that there had been no feedback at all from Denmark into the work of the Action.

On 28 December 2004 Kalle Reivila, Finland had intimated that as he was about to start post-graduate studies at Helsinki University and he was resigning from the Action. In appreciation of the positive impact he had made on the Action, in particular in carrying out the successful STSM for WG 1 members thanked him for his input, and wished him well in his future studies.

12. Web update

Both Alfred Mosar and Chris Hood had offered assistance to resolve the Action's original website problems that have been experienced since September 2004. It was subsequently agreed that Chris Hood undertake to provide a new site and this became active in February 2005. The new C17 web site address is: www.heritagefire.org



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The one page electronic “Flyer” briefly describing the intention of the Action that had prepared for the 6th European Commission Conference on Sustaining Europe’s Cultural Heritage: From Research to Policy in London on 1-3 September 2004 had been updated by the Chairman,. This now reflects the growing membership of the Action, and the new Web site address. It was issued to Members on 2 April 2005.

Alfred Moser has also loaded the COST electronic flyer on the Swiss Federal Institute of Technology, Zurich website at: http://airflow.hbt.arch.ethz.ch/COST_C17 He has also included link details to the Action and its work there.

Isabel Silva Ballesteros reminded members that there was also a possibility of having C17 documents made available on the COST webpage.

13. Progress report of Working Groups

It was noted that a number of meetings had taken place since to joint MC+WG meeting and International Workshop in Varna on 9-11 September 2004. Associated papers had been issued.

Working Group 1

WG 1: Ingval Maxwell reported on progress with reference to the updated WG 1 minutes issued in advance of the meeting on 1 April 2005. Further progress had been made on compiling data on heritage buildings with additional material being received from Italy and Norway. He made a plea for member to keep compiling lists of historic building fires occurring in the respective countries during the course of the Action. So far, little additional material was being compiled by members.

He reported that the STSM had been successfully completed by Kalle Reveila on 3 November 2004 and, given the difficulties in identifying appropriate recipients of the intended questionnaire, the validity of undertaking such an exercise was now in question. Following discussion the MC agreed that such an exercise should be dropped in favour of concentrating on the remaining work of the group.

Coupled with contents of TAN 22, and with the release of TAN 28, it was suggested that the latest material was now available upon which an effective risk assessment methodology could be promoted.

In addition the findings contained in the EC DG Joint Research Centre’s 2003 NEDIES workshop project publication “*Lessons Learnt from Fires in Buildings*” under reference EUR 21006 EN provided a number of relevant answers to this area of working group activity as a number of cases focussed on historic properties. This report had been tracked down by Stewart Kidd and can be found at http://nedies.jrc.it/doc/Fires_in_buildings.pdf



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Noting the considerable progress made by WG 3 in the area there was also a need to avoid duplication of effort in dealing with the Insurance aspect of the work.

Working Group 2

WG 2: Stewart Kidd reported on the joint WG 2 + 4 Meeting: Schloss Schonbrunn, Vienna: 7-9 December 2004. A CD ROM of all meeting papers and presentations had been prepared and was issued to WG 2 members at the meeting.

This included the -

- Agenda
- Minutes of COST C17 WG 2 and 4 Meeting, Vienna, 7 December 2004
- “STSM - Comparison of Data Categorisation of European Countries Fire Reporting Statistics” STSM WG 1 Report 3 November 2004: Kalle Reveila
- “Fires in Italy list 1989 - 2003”:
Vincenzo Nuzzolese:
- “Non Destructive Evaluation in Estimation of Fire Loss to Historic Buildings”:
PowerPoint: Valentin Vladimirov
- “Hypoxic Air Inertion”:
Draft 14 December 2004: Geir Jensen:
- “Hand Held Fire Extinguishing Equipment”:
PowerPoint: Geir Jensen
- “CFD-simulation of evacuation in Schönbrunn Palace”:
15 page Summary Report 8 December 2004: Ed Galea
- “Fire Risk Assessment in Schönbrunn”:
PowerPoint: Stewart Kidd
- “Standard fires in historic buildings”:
PowerPoint: Christian del Taglia
- “Report on Fire in Anna Amalia Library in Weimar”:
PowerPoint: Per Rohlen
- “Simulating Fire Stone Decay”:
PowerPoint: Miguel Gomez-Heras
- “Evacuation Bernabeu.jpg”:
Miguel Gomez-Heras
- “ECTP (European Construction Technology Platform”:
8 page draft report: Roko Zarnic

A brief updated PowerPoint presentation of the WG 2 progress had also been prepared and would be presented at the following Workshop on 8 April 2005.

It was agreed that additional statistical information was urgently needed, not only by WG 2, but as an essential component of the whole Action. Stewart Kidd asked all members to do what they could



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to collate and communicate data on all historic building fires - including causes. He also asked for national input on:

- The nature of national or regional building regulations (ie prescriptive or performance-based)
- Fire brigade access and facility requirements for existing buildings and change of use.

Working Group 3

WG 3 Kerstin Westerlund reported in detail on the Paris meeting: 28-29 October 2004. A 30mb CD ROM of accumulated information was to be prepared and would be issued to members as intimated on 24 February 2005. Meanwhile, the running series of papers were constantly being updated and issued to members as the information continued to flow.

Working Group 4

WG 4 Wolfgang Kippes also reported on the WG 2 + 4 joint meeting held in Vienna on 7-9 December 2004. He noted that the real work of the WG had yet to start in earnest as he had been waiting on the outcomes from the other WG activities. The joint sessions during the meeting had helped to clarify what was being done elsewhere and how that integrated with WG 4.

A brief updated PowerPoint presentation of the WG progress had been prepared and would be presented at the following Workshop on 8 April

International Workshop, Santa Maria della Scala, Siena, Italy: 8th April 2005

Effectively arranged by Luca Nassi of the Ministry of Interior, Fire Department of Siena, a one day International Workshop was held in the Santa Maria della Scala conference facility in conjunction with the COST meetings.

The Workshop focussed on the conservation, security and fire protection measures that had been installed in Santa Maria della Scala as part of a major refurbishment scheme. It involved c100 attendees from a wide range of disciplines, including senior fire-service officials and local dignitaries. As a number of papers were delivered in Italian, simultaneous translation into English was provided throughout.

Reports on work progress in the Action were also presented by all four WG Chairmen during the programme.

Associated Scientific Visits occurred with a guided tour of the fire protection installation works in Santa Maria della Scala, and to the Banca Monte dei Paschi di Siena.



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Part B: 8 April 2005

14. Long-term planning

It was stressed that the work plan for the year 2006 should be discussed and the meeting dates, venues, local organisers, meeting objectives, reports, questionnaires, country contributions, and steering meetings fixed as soon as possible. It was also noted that all activities which have a financial implication needed to be approved by the MC recorded in the MC minutes. This included meetings, subventions, trainings courses, and publications.

Interim Report

As noted above, the draft Interim Report outlining the first two years of the Action's activities had been agreed and would be submitted to the COST Office after the meeting.

Frame work for Final Report

It was noted that the Framework for the Final Report had already been discussed and agreed by the MC at the 3rd MC Meeting in Schloss Schonbrunn, Vienna on 5-6 December 2003. The approach required to compile that report had also become clearer during the drafting of the Interim Report which, it was noted, would have to be up-dated next year to report the Action's progress during the remaining part of 2005.

There was a clear need to avoid duplication of effort across WG boundaries. A suggested sub-framework for the WG 1, 2, 3 and 4 sections of the final report had been prepared by the respective Chairmen and these had been collated by the Chairman into a single document for working purposes – *COST Action C17 Final Report Framework: Proposed Outline of Contents* dated 2 April 2005.

In doing so the Chairman had experienced some difficulty in collating different papers from the electronic record that had been built up. This was due to the different styles and fonts that were being used in producing the papers in the first place. It was requested that all future documents be prepared in consistent manner and format to ease their integration into the final report.

This is suggested as “Times New Roman, 12 point text, at 1.5 paragraph line spacing, left and right block justified – in a similar manner to the layout of these minutes). It was requested that associated papers should also to be numbered.

During the meeting 3 different joint WG sessions had considered the *Proposed Outline of Contents* and agreed the following –

- 3 key Action C17 documents should guide the production of the final report, the –
 - *Memorandum of Understanding* dated 21 December 2001 (Ref COST 327/01)
 - *Proposed Outline of Contents* dated 2 April 2005, and
 - *Progress Report* dated 2 April 2005 (to be updated annually)



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- The WG Chairmen will identify the reference of which WG/chapter/paragraph that each of the papers and presentations listed in the *Progress Report* is the best related to, and cross refer these references to the *Proposed Outline of Contents*. This information will then be used to identify what, if any, gaps existed in the Action's information gathering stage. Should any gaps be found that information will be used to establish a workshop programme to address the issues.
- Draft sections of the final report should be prepared by the MC and WG Chairmen in time for detailed discussion at the approved Helsinki meeting in October 2005.
- Authors needed to be identified, and deadlines for text delivery established.
- Members agreed to apply to the COST Office for €2000 grant to be allocated by Chairman for, in first instance, C17 web site improvements.

15. Time and place of next meetings

Already approved:

- New Lanark, Scotland MC 14-15 June 2005 (Cancelled)

The following was re-confirmed and approved:

- Helsinki, Finland MC and WG's 13-15 October 2005
- Slovenia MC and WG's 22-26 May 2006
(Joint Conference link with Slovenian and American NFPA)

It was agreed that Sakari Mentu would host the October 2005 Helsinki meeting and that the agenda should allow a greater period to deal with WG activities. This would be consistent with need to spend more time discussing the WG drafts for inclusion in the final report. Thoughts were also discussed regarding the need to arrange a working session that could challenge the manufacturers/designers perception of how to sensitively install fire protection equipment into historic interiors.

The Chairman undertook to work up the detailed Agenda for the Helsinki meeting in conjunction with Sakari Metu and Martti Jokinen so that it would be submitted to the COST Office for approval early in June 2005.

The following offers to arrange and host future Action meetings were made:

- Zurich, Switzerland; with host Alfred Moser (availability limited until June 2006)
- Madrid, Spain; with host Mariana Llinares
- Istanbul, Turkey; proposed by Wolfgang Kippes

Following discussion the MC agreed that the three prospective hosts would check out relevant details and report their findings back to the MC.



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Wolfgang Kippes also proposed arranging a topic-specific Workshop “*How to improve management of the cultural heritage and links with the fire brigade*”. It was likely that this would be organised outwith the Action programme but the likely programme would be of value to members as it would deal with Ethics (WG 3); Managerial and training aspects; Documentation; Policy making; and Databases (WG 4).

Isabel Silva Ballasteros confirmed that the concluding C17 Conference, at which the Action’s findings would be presented, needed to take place within the period of the Action - i.e. before the end of December 2006. An additional budget of €10,000 would be made available for this event so that invited experts could be accommodated in the programme, along with Action participants. It was suggested that a theme would need to be devised for the conference, and consideration given to how the final report was going to be launched, and it was agreed that these matters would be returned to at the next meeting.

16. AOB

Members from Hungary and Macedonia were reminded to ask their National COST Co-ordinators to pursue the official signing of the MoU so that their attendance could be formalised.

With the Action in its final stages, Andre de Naeyer reflected upon the emerging strength and expertise that had grown during the course of the Action. Thoughts were aired about undertaking preparatory work that may be required if any research bid application was to be made in the future.

A view was expressed that Malicious attacks on heritage building might be an area that was worthy of investigation. Isabel Silva Ballasteros noted that a similar consideration had recently emerged in the COST Transport domain and urged that discussion should take place between the interested parties to avoid duplication of effort. She also indicated that the topic was generally refused. Stewart Kidd suggested that an equally important area requiring work was to focus on security, theft, arson, and natural disaster themes as they affected the built heritage. This could include fire-fighting themes and salvage techniques.

It was reported that Erik Egardt presented information on European Fires in Heritage Buildings at a Swedish ICOMOS seminar entitled “*The Life of Cultural Heritage is Dangerous*”. This had been organised by Kerstin Westerlund in Stockholm on 8 March 2005, during which Per Rohlen and Thomas Erenmalm also presented papers.

Miguel Gomez Heras informed of a pending international conference “*Heritage and Conservation*” due to be held in Madrid, Spain from 23- 24 June 2005. A conference flyer would be released in the next 2-3 weeks to announce the event.

Steve Emery informed that the UK ODPM was setting up a *Virtual Fire Academy* and was keen to establish e-links with others. It was agreed that the COST web-site should be linked to this initiative.



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Wolfgang Kippes raised an intention that was gaining support to start a *European Institute of Technology*. He noted that discussions were underway, with Slovenia in the lead, to determine how this would operate, where the plan was to have €100m to create a virtual institute that would link various universities. On explaining the detail of the concept, he asked the MC if it was prepared to give the Action's WG Chairmen a mandate to promote the need to accommodate cultural heritage in the developing proposals, and this was agreed.

On behalf of Action members, Jan Holmberg offered thanks and appreciation to the Chairman for the efficient way in which the Action had been managed.

In turn, the Chairman offered his thanks and appreciation, on behalf of Action members, to Luca Nassi for all his effort and work involved in arranging a successful meeting and associated workshop.

There being no further business, the meeting was closed at 19.00 hrs.

Ingval Maxwell OBE
Chairman MC
COST Action C17

11 April 2005