

**COST Action C17: Fire Loss to Historic Buildings  
Varna Free University “Chernorizets Hrabar”, Varna, Bulgaria:  
9 - 12th September 2004**

**Minutes of Meeting of Management Committee: 10 - 11 September 2004**

**Part A: 10th September 2004**

The Chairman called the meeting to order at 08.30 am.

**1. Welcome to participants**

The Chairman introduced the Action C17 TC Monitor, Prof. Roko Zarnic, and 16 new Members to the Action’s MC and WG activities noting that all had been formally accepted via e-mail by Italy, Austria, Norway, Bulgaria, and UK to attend the Varna Meeting as “Invited Experts”. Although most nominations had been intimated for a specific WG activity there was a need to clarify which WG interests existed for new members from Spain and Sweden. He indicated that there was a need to formally ratify all new participants as MC and WG Action members, and this was agreed.

In particular he welcomed:

Austria	Mr Johannes Legler-Diesbach	WG 2 and WG 4
Belgium	Prof. Andre de Naeyer	MC
Finland	Mr Sakari Mentu	MC
Israel	Dr Irena Wasserman	MC ( <i>Previously approved: Trondheim</i> )
Italy	Mr Luigi Pastorelli	WG 3
Slovenia	Mrs Lenka Molek	WG 1
	Mr Josip Korosec	WG 3
	Mr Aleksander Spec	WG 4
Spain	Mr George Faller	( <i>WG to be decided</i> )
	Mr Miguel Gomoz-Haras	WG 2
Sweden	Dr Torbjorn Thedeem	( <i>WG to be decided</i> )
	Thomas Erenmalm	( <i>WG to be decided</i> )
Norway	Mr Terje Olav Austerheim	WG 1
	Mr Geir Jensen	WG 2
Poland	Dr Eng. Dorota Puchowicz	MC
	Dr Eng. Jolanta Muskalska	WG 2
UK	Mr Mike Coull	WG 4

Apologies were received from :      Mike Coull                      UK  
   Wolfgang Kippes              Austria  
   Stefano Marsella             Italy

The Chairman noted the death by drowning of colleague Michael Schaal from France following the Trondheim Meeting and, in noting the significant contribution he had made to the Action, requested that condolences be offered to his family and colleagues. A minutes' silence was held in respect of such a tragic loss.

## **2. Adoption of agenda**

The agenda was formally agreed.

## **3. Minutes of last meeting**

With no corrections, the minutes and associated papers issued on 11 May 2004 regarding the Trondheim MC Meeting on 17 April 2004 were approved.

### **Matters arising**

#### **Water mist and Heritage Buildings**

A proposal by Chris Hood (UK) regarding Water Mist "*Proposed Heritage Accreditation Fire Test*" 19 April 2004 had been copied of members with the Trondheim Minutes. For discussion and agreement to include as a recommendation in final COST C17 report.

Stewart Kidd (UK) explained that a *Water mist in Buildings* Draft Standard has been published and copies are to be distributed amongst all WG 2 Members. With the closing date for comments of 30th November 2004, there was a need to lobby official representative in each country to influence the European standard. PR IN 14972 Draft. Noting that, if all Action countries agreed on this approach, the need to include *heritage interests* in the Standard cannot be ignored.

#### **FIRETECH**

The Chairman noted that he had been invited to participate in the FIRETECH Final Symposium at the University of Ghent, Belgium on 29 – 30th November 2004. He would be offering a 20 minute presentation that covered COST C17's work, and the needs of historic building managers in fire management.

He also noted that many of the FIRETECH papers were now on the WWW. Although some papers were password protected he hoped that, as FIRETECH had been funded by the ESF, Cost Action C17 would be able to obtain copies of all the final reports in due course.

Andre de Naeyer (Belgium) informed that, in representing built heritage interests, he was also a member of the FIRETECH team. He noted that its programme of work was considerably different from that of Action C17. It had been concentrating on the production of a more academic *Methodology of Fire-risk Evaluation* outcome, which would be presented during the Symposium.

The Chairman indicated that he had already contacted Jan Spousta (COST Office) concerning the possible attendance, and reimbursement, of Action members to this Symposium and would pursue this further following the Varna meeting to establish if this was possible. Andre de Naeyer (Belgium) confirmed that places would be available for members.

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

- **News from the COST Office**

An explanatory booklet *COST 2004* had been produced by the COST Office, ESF, Brussels in August 2004 and the Chairman presented it to the MC. He noted that it offered a good comprehensive overview of the COST programme and all the current Actions. Isabel Silva Ballesteros (COST Office) offered to obtain further copies for any member requiring it.

- **Status of Action**

The Chairman indicated that the Action was on course to be concluded by December 2006 as originally scheduled. He indicated that he saw the Varna International workshop as the half way point in the Action's activities and suggested that when the MC discussed the forward programme there was a need to reflect on how it should plan to produce the Final report.

- **Number of Signatories**

Isabel Silva Ballesteros (COST Office) confirmed that the Action had 13 formal member countries with no new signatories countries joining since Israel signed in April 2004.

The Chairman indicated that he had no answer as yet from the COST National Coordinator in Denmark regarding the Danish participation in the Action. He would pursue this matter further after the meeting

There was a need for a new MC nomination from France, and Simon Singer undertook to pursue this.

- **Budget Status, budget allocation process**

Isabel Silva Ballesteros (COST Office) reminded members that the Action's financial year ends on 31st December but, due to administrative needs, all related expenditure needed to be lodged with the COST Office by early November at the latest.

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

General questions were raised regarding the Action's budget and allocation of money and it was noted that these issues would be considered by the COST Office.

[Following the Varna meeting, Isabel Silva Ballesteros (COST Office) informed the Chairman on 15 September 2004 that a preliminary request had been made for approval to the COST Office, and that the Action C17's budget for 2004 had to be increased to enable

the proposed WG meetings in October 2004 (WG3 in Paris) and December 2004 (WG 2 + 4 in Vienna) to take place, with 15 participants at each.

She also indicated that that Action C17 had been allocated 71,902 Euro for its activities in 2005 and that a preliminary request had been made for approval from the COST Office to hold the Sienna April 2005, and New Lanark June 2005 meetings – See 15 below]

## **6. STSM status, applications**

Following agreement by the MC and the Brussels COST Office, a WG1 STSM has been arranged and finalised. Kalle Reivila (Finland) is due to undertake the mission at Historic Scotland in October 2004. This will focus on how historic buildings fire reporting mechanism is defined in each country and will investigate how a “template” might be devised to help ensure consistency across the different systems.

Stewart Kidd (UK), WG 2 Chairman, proposed the following future STSM’s on 1 August 2004 to cover WG 2 areas of interest:

- Damage limitation/fire brigade liaison
- Use of technology in detecting and suppressing fire
- Fire Brigade practice in intervention
- Risk assessment models

It was proposed that the Damage limitation/fire brigade liaison STSM might be undertaken by Mike Coull (UK) with a mission to Fire Brigade colleagues in Vienna early in 2005. MC agreed to this WG 2 STSM proposal and encouraged details to be worked up and finalised.

## **7. Publications, annual report**

3 Reports by Geir Jensen (Norway) on “*Water Mist for Protection of the Heritage*” and “*Water Mist Engineering AS fire tests*” in Kristiansand and Trondheim, Norway were distributed to Members on 14 July 2004 following the Trondheim meeting. The Chairman offered members thank Norwegian colleagues for preparing and issuing these reports

‘*PCP Forum No. 3*’ was released to all Action Members by Rino Buchel, Federal Officer for Civil Protection, Berne, Switzerland. Additional copies will be distributed by Alfred Moser (Switzerland) to new members and to all those who have not yet received a copy. Members should inform him direct of their need.

Arrangements for the publication of the *Varna International Workshop Report* (Agreed in Vienna 5-6 December 2003) will be initiated once all copy papers of the various presentations have been received. There is a need to establish this information before the size of the document and the final budget is known.

The publication of Historic Scotland TCRE *Fire Risk Management Technical Advice Note* is pending. Printing and distribution costs, when released, will be covered by Historic Scotland. The cover will include the Historic Scotland and COST logos in recognition of the input to the content by WG 2 members. Copies will be distributed to members once it is ready.

The *2003 Annual Report*, outlining the work of COST Action C17, will need to be drafted and prepared for issue to the COST Office. The Chairman asked all members to draft a paragraph on how the work of the Action is impacting their own country for inclusion in the report, and to send this information to him by e-mail within the next month. This document will summarise and present a halfway report on the Action's progress.

## **8. Evaluations**

The Chairman indicated that there was a need to reflect upon the agreed terms of the *Memorandum of Understanding (Ref. COST 327/01, dated 21 December 2001)* to consider how the Action was progressing against the agreed intentions, and how this might impact on the forward work plan and 2003 Annual Report.

A discussion followed where a check was affected on the *Operational Framework and Strategic Approach* (MoU pp 6-7), and WG activities.

It was agreed that the Action was working to the established aims and was progressing as originally intended.

It was acknowledged that a considerable amount of work had been achieved, and the need was to consider how to work towards "closure" of the various issues over the second half of the Action's period.

As it was now recognised from WG 1 activities that firm details of the actual number of fires occurring in historic buildings are currently impossible to obtain from any official statistics, the Chairman suggested that if member could compile their own list of fires in their countries over the duration of the Action, it would be of considerable value in presenting such statistics in the final report. Recognising the difficulties involved, it was agreed to try and compile this data.

Whilst the Final Report needed to cover all the aspects in the MoU, it was recognised that the considerable number of detailed reports that had been prepared would not sit easily in the final report and may have to be published in a separate volume.

Although WG 3 was dealing with this matter, it was recognised that MoU item 4 required further development by the Action and would be pursued further. Elsewhere, it was agreed that effective had been make links between the various actions and topics and that good progress made on all objectives.

Roko Zarnic (COST C17 Monitor) informed that it would be good to see how to use this activity in different levels of education and management. Recognising that post-fire intervention measures, influenced all monument he considered that these issues should be of some interest for one of C17's WG's (possibly WG 4) to enlarge its remit and address the training and education benefits. On discussion the MC agrees that these two points would be addressed.

Comments on strategic approach that needed to adopted were made by Kerstin Westerlund (Sweden) suggesting the requirement to see how insurance companies work by creating contacts with the companies to raise the issues.

With these additional points, the Chairman's opinion that the Action was following all the MoU's requirements was agreed.

Part A of the MC was adjourned at 10.00 am to allow members to attend the International Workshop that had been jointly arranged between Varna Free University "Chernorizets Hrabar", the National Service "Fire and Emergency Safety", and COST Action C17 by Bulgarian colleagues, Petar Hristov and Galina Mileva.

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### **Part B: 11th September 2004**

The Chairman resumed Part B of the MC at 11.00 am, and welcomed Denis Davis (UK) (Chairman CTIF Europe Commission) and Mr Emin Pehlivan (Fire Chief of Izmit Fire Brigade Department, Kocaeli Municipality, Turkey [www.kocaeli.gov.tr](http://www.kocaeli.gov.tr) ) and Mr Ersun Bener (Turkey) to the meeting.

#### **Fire at the Duchess Anna Amalia Library, Weimar, Germany, on 2nd September 2004**

The Chairman called for an additional visual presentation from Per Rohlan (Sweden) of the fire disaster that occurred at the Duchess Anna Amalia Library, Weimar, Germany, a UNESCO World Heritage Site. This was compiled following his visit to the Library after the major fire on 2nd September 2004. There had been no time in the busy Workshop programme to accommodate the report which, given the serious levels of loss, and the lessons that could be learnt, was of great interest to Action members.

Per Rohlan reported that the Weimar Library, founded in 1691, was one of the world's great cultural institutions holding over a million books. Amongst other treasures, it had also provided a home for a number of significant rare book and manuscript collections, including medieval manuscripts, Martin Luther's Bible, and the world's largest collection of Goethe's Faust.

As a result of the fire which occurred in the upper part of the building, over 30,000 irreplaceable items had been destroyed and a further 40,000 books had been damaged by smoke and water.

The presentation (See associated Meeting Photographs) revealed that a number of lessons had been learnt during the disaster recovery phase of the incident. Reflecting on the need to report on "case studies" and "near misses", the Chairman thanked him for his contribution and invited Per Rohlan to prepare an illustrated report for the Action setting out these matters so that others might benefit from the unfortunate experience.

#### **Action Administration**

In resuming the formal MC Agenda, the Chairman indicated that it was becoming too much of a task for the Action's WG leaders to chair their meetings, and take the Minutes of the Meetings at the same time. He suggested that at the start of each future meeting there was a need to ask for a volunteer to undertake this secretarial task in support of the Chairmen, and this was approved by the MC.

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

## **Poland**

A request from Konrad Fietko, Scientific and Research Centre for Fire Protection (CNBOP), Poland, to join COST Action C17 had been received on 9 September 2004 (See Annex: p.14). Given the relevance of Mr Fietko's work to the Action, the Chairman suggested that he be accepted as the second Polish MC member and that was agreed.

## **Turkey**

The Chairman reiterated his welcome to Mr Emin Pehlivan and Mr Ersun Bener (Turkey) to the meeting, and reported that W Kippes (Austria) will be speaking to the Turkish Senate in Istanbul in October 2004 and enquired if he could refer to the work of the Action. During the Vienna 16-17 July 2004 meeting WG 1 members agreed to endorse this approach for further consideration by the MC. Following discussion the proposal for new members from Turkey was accepted by the MC and the Turkish members were advised to approach their COST National Coordinator to set the official mechanism in motion.

## **Netherlands and FYR of Macedonia**

Kerstin Westerlund (Sweden) and Roko Zarnic (COST C17 Monitor) reported that she had received an e-mail request from Jacques Akerboom, Director Monumentenwacht Noord-Brabant, Netherlands, seeking approval to join the Action. It was reported that Monumentenwacht ( [www.monumentenwachtbrabant.nl](http://www.monumentenwachtbrabant.nl) and [www.monumentenwacht.nl](http://www.monumentenwacht.nl) ) advises on fire-protection of the cultural heritage as part of its activities and would be pleased to share its knowledge whilst, at the same time, learning from other organisations.

Roko Zarnic (COST C17 Monitor) also informed that he had been approached by colleagues in the FYR of Macedonia seeking approval to join the Action.

Following discussion the MC approved the proposal of Netherlands and the FYR of Macedonia to join the Action and it was agreed that the two contacts be advised to approach their COST National Coordinators to set the official mechanisms in motion.

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

### **Russia**

The Chairman informed that during the International Workshop Russian colleagues from the Russian Civil Defense and Disaster Management Research Institute, Moscow intimated to him that they wanted to be associated with the Action. However, as Russia was not a COST Member State, delegates could only participate in meetings as Invited Experts and would only be reimbursed by COST once a year. Despite this difficulty, there was no impediment to Russian delegates receiving full papers of all meetings. The MC approved of this approach.

### **UK and USA**

The Chairman indicated that two Corresponding Member interests have been expressed by:

Donald Insall	UK
Marilyn Kaplan	USA

He offered a brief background to each individual and the MC agreed that both interested parties should be included in the mailing list to receive future Action papers and information.

## **CTIF**

Following the request made by Dennis Davis (UK) (Chairman CTIF Europe Commission) at the Varna International Workshop that CTIF be kept up to date with COST C17's activities, it was agreed that CTIF should also become a corresponding member, via Mr Davis.

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

The Chairman indicated that following his earlier request only 14 submitted CV's had been collected from Members as at 13 July 2004. As uncorrected drafts, these had been issued along with the Varna meeting papers.

### **Denmark**

The Chairman reported that he had written to the Danish COST National Co-ordinator on 5 August 2004 seeking clarification if the Danish delegate, Mr Hertz, will participate in the Action. He had not yet received a reply.

### **Association of Castles and Museums around the Baltic Sea**

He also reported that no follow up had been received from the Association of Castles and Museums around the Baltic Sea since original interest expressed in September 2003. Jan Holmberg (Sweden) undertook to follow this up.

### **Spain**

Isabel Silva Ballesteros (COST Office) reported that the Spanish MC Delegate, Luis Vega, was finding it difficult to attend COST meetings. The MC agreed that Carlos Villagra (having participated in Action meetings as his substitute), be formally accepted as his Deputy and take his place on the MC.

### **COST Membership Criteria**

The Chairman referred to the *COST Membership Criteria Draft dated 1 September 2004* (issued with the Varna meeting papers) and asked members to consider what other suggested guidelines had been included in that paper. If it were possible for each member to respond in this way, then the benefit for the Action, and each country's participation, would be considerable.

To progress these matters as discussed, the Chairman indicated that he would send an e-mail to all Action members requesting them to –

- write a short paragraph on how the influence of COST Action C17 had impacted on their own countries over the past two years. (to help him finalize his mid-term report on the Action activities)
- send their brief CV to him (only 14 had been received so far)
- compile a list of known historic building fires (in each country) since December 2002

The Chairman circulated the latest draft of Members co-ordinates (Dated 6 August 2004) and requested that any updates or correction be returned to him by the end of the meeting. Taking these, and the above agreements into account, he would revise the MC and WG Members Master List and reissue it to all members (including Corresponding Members), and to the COST Office.

## **12. Web update**

Apologies were offered from Stewart Kidd (UK) for the C17 website having been out of action for the past two weeks. Whilst he understood from the Webmaster that the problem had now been resolved, he intimated that his company had been covering the financial cost of hosting the site to date. He enquired if any other organisation or body might be in a better position to sponsor or host the Action's site in the future for free. MC members were asked to consider this need and report back to the Chairman with any possibilities.

Wherever possible, and as previously agreed, all e-mailings of meeting papers are now being issued as PDF files so that members can receive them. Despite this, Mariana Llinares Cervera (Spain) reported that Spanish members were still finding it difficult to receive attachments.

The Chairman asked members to please check their computers for viruses. I Maxwell's e-mail address was increasingly being used by a virus and his Systems Administrator was regularly informing him (after he sent out a COST mailing) that they were receiving indications that "someone" was persistently trying to send him e-material with attached viruses.

No other problems were reported

## **13. Progress report of working groups**

### **WG 1**

Ingval Maxwell (UK) indicated a joint WG 1 and WG 4 meeting had been held on 10th September 2004 during which the remaining remit of WG 1 in the Action's MoU had been reviewed. Whilst there was general agreement that WG 1's activities were running as scheduled, there was also recognition of the need to establish a more accurate timetable to complete and finalise the work. In addition it was considered essential that some joint WG sessions be arranged to ensure that there was no duplication of effort in what was emerging from the other three WG activities.

It was reported that a good meeting was held in Vienna, Austria, on 16-17 July 2004 and a full set of Meeting papers were distributed by I Maxwell (UK) on 30 July 2004, in addition to the papers from the Trondheim meeting. The main objectives were achieved and it was agreed that an STSM should be undertaken (See 6 above) by Kalle Reivila (Finland) to test the hypothesis that "*Reporting 8 levels of fire causes should be sufficient to provide relevant information for management purposes*". He called for all members to forward him associated information in advance of the STSM, and suggested that some revisions to the Minutes of the Meeting held in Vienna were required. He also undertook to e-mail these changes to the Chairman.

During the Vienna meeting it was recognised that across Europe a variety of political opportunities currently existed in a number of countries to influence and promote the need for a greater recognition of the needs of Historic Buildings in fire safety work. Consequently members needed to look for opportunities in their countries to influence current legislation and political thinking. The built heritage should somehow be included, recognized or reported on in any emerging related legislation.

Statistical data on numbers of historic buildings had now been received for Italy, Sweden, and Finland. This would be added to the data already collected.

## **WG 2**

The Chairman, Stewart Kidd (UK), indicated that he had issued an updated Report on 17 May 2004 and had compiled a CD ROM of all the WG's collected papers which had been issued to members. The Chairman asked if it were possible to distribute the CD ROM of WG 2 papers to all Action members as some WG activities were now crossing over into other WG areas of interest, and he wanted to avoid duplicating work and effort. This was agreed.

Stewart Kidd reported that the Varna meeting on 10th September 2004 had been a large meeting, with many new colleagues participating for the first time. In reviewing the WG 2's tasks, it still had to establish how historic building constructions, and traditional materials, actually performed under fire. But, Miguel Gomoz-Haras (Spain) recent paper on fire damaged sandstone (which had been distributed to members for information during the meeting) provided a good start on this activity.

He reported on an outline STSM proposal to consider and outline the needs of drafting the final WG 2 Report. An associated aim would be to consider how to develop a technical summary of different options that existed. Whilst details needed to be considered further and developed, such an STSM could occur between the National Heritage Board, Norway and the Royal Institute of Technology, Sweden. MC agreed to support such a bid if it were to be developed.

A related discussion occurred regarding the possibility of supporting the production of a "white paper" that analysed Nordic documentation to make it more accessible to Action members. Sjur Helseth (Norway) indicated that a variety of documents existed in Nordic languages that had a direct bearing on the Action's activities, and enquired if it were possible for the MC to request a subsidy to review, evaluate and summarise the results of these in a document that would be of value to the wider community. In noting that the COST rules occasionally permitted the application by MC's to request a contribution under "Publication Subsidies" from the COST Office, the Chairman indicated that he would enquire of the Science Officer to establish what was possible under this arrangement. MC approved this approach and hoped that a suitable arrangement could be devised.

Mr Kidd also indicated that the WG had agreed that it would be beneficial if the WG could meet in December 2004 and it had been suggested that this meeting should be jointly arranged with WG4 in Vienna on 7 - 9 December. Subject to approval and the necessary funding being available, the proposed meeting would include a scientific seminar covering: fire modelling, developments in fire suppression, fire brigade intervention, damage limitation and the impact of fire on heritage fabric and contents. This was agreed by the MC.

## **WG3**

Kerstin Westerlund, Chair of WG 3, reported on a progressive meeting that was held in Stockholm 9-10 June 2004 and noted that a full set of Meeting papers had been distributed in two parts on 31 August 2004. A considerable amount of relevant documents were now coming together as a result of this WG's activities, with Insurance companies papers having been distributed to all members.

She also briefly reported on the WG's Varna meeting activities on 10th September 2004 (See attached Minutes in Associated Papers) and requested MC approval to hold another WG 3 meeting to take matters further forward in Paris, France on 28–29 October 2004. Topics to be addressed would include raising awareness amongst insurance companies, implications and methods of evaluating costs involved in reconstruction work after a fire, along with issues raised by technical visits. This was agreed by the MC. Simon Singer (France) would act as host, and make the necessary local arrangements. A detailed programme would be prepared and submitted to the COST Office as soon as possible.

#### **WG 4**

On behalf of Wolfgang Kippes, the Chairman reiterated the awareness for an integrated approach with WG 1 activities that had emerged during the Vienna 16-17 July 2004 Meeting. Discussions at that time suggested the need to link all WG activities more closely at this point in the Action's programme.

The need was to share the considerable amount of information that had now been gathered across the whole range of activities, and align the Actions' four WG intentions more closely to work over the next year and a half to a more integrated forward programme.

This was agreed, acknowledging that the progress of WG 4 was always going to involve a slow start due to the need to build upon the work of the other three WG's.

The Chairman noted that an outline thought had been raised on the need to create a possible WG 5 to investigate, and report on, "*Deliberate Attacks on Heritage Properties*". This issue had been briefly addressed during the Varna International Workshop programme and MC discussion was required to establish if this problem should also be considered by the Action. An intervention by Denis Davis (UK) suggested that this was a problem for a wide range of interests and was best considered at National levels before deciding what to do under this Action. It was recognised that some aspects may have to be dealt by WG 4, although some suggested that the topic could be a proposal for a new Action as a follow-up to COST C17 activities.

The MC agreed that the debate could lead to a possible new proposal for an Action as a follow-up to C17, and that a MoU should be drafted if sufficient interest in the subject developed during the coming year.

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

The Action is still on course to complete its work by December 2006

It was reported that there was an option to link the Actions' activities with the proposed meeting by the American NFPA to New Lanark, Scotland, during their stay from 12-17 June 2005. It was agreed that this meeting would be ideally timed to allow the MC to discuss and agree the formal framework for the Action's Final Report, thereby setting the remaining agenda for Action activities to draft the document. To tie in with the outline NFPA programme, it was agreed that possible dates for the Action's MC work could be 14-15 June 2005.

There was also an option to hold a penultimate Conference by the Action along with the proposed meeting by the NFPA in conjunction with the SZPZ at Lake Bled, or in Ljubliana, Slovenia - possibly during the week beginning 22 May 2006.

Pending the emergence of fuller satisfactory details, the MC agreed in principle to consider linking Action meetings with the NFPA on both occasions.

Offers to host and arrange future Action meetings were made by:

Sakari Mentu	Finland
Alfred Moser	Switzerland

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

The Chairman indicated that, following representations he had received, there was a need to check if the proposed MC and WG Meeting dates of 16-18 February 2005 in Sienna, Italy were still suitable for member. Luca Nassi (Italy) was prepared to act as host and take the lead in preparing the Programme, which would also incorporate a Seminar. A preliminary meeting place had been booked, but a Draft programme had still to be prepared, and associated details arranged. Following discussion, the MC agreed to postpone the February dates and reschedule the MC and WG Sienna meeting to 7-8 April 2005

#### **Future Meetings: Summary Schedule**

WG 3	28-29 October 2004	Paris, France
WG 2 and WG 4	7-9 December 2004	Vienna, Austria
MC and WG	7-8 April 2005	Sienna, Italy
MC	14-15 June 2005	New Lanark, Scotland
Final (?) Conference	22-26 May 2006	Slovenia

### **16. AOB**

#### **TV Interviews**

The Chairman indicated that he had been interviewed by Bulgarian TV on 10th September 2004 on the work of the Action and the Varna International Workshop and that it was due for National broadcast on 13th September. This followed an earlier TV interview on the Action by Petar Hristov that had been broadcast on 9th September 2004

#### **Related Conferences**

The 6<sup>th</sup> EC Conference on Sustaining Europe's Cultural Heritage from Research to Policy, had been held in London from 1-3 September 2004. The Chairman had prepared an A4 publicity flyer on the work of COST Action C17, and this had been made available at the event

The FIRETECH Concluding Conference was due to be held in the University of Ghent, Belgium, on 29-30 November 2004. COST delegates may wish to attend. Andre de Naeyer confirmed that places would be available and the Chairman will contact Jan Spousta to check the possibilities for members to be reimbursed.

Other Pending Fire topic UK based Conferences include:

Fire Restoration of Historic Town Centre Conference, Chester, England:

19-20 October 2004.  
Strathclyde Fire Brigade Sprinkler Conference, Loch Lomond, Scotland:  
27 October 2004  
BASA Sprinkler Conference, Manchester, England:  
11 November 2004  
Colvin Trust, Managing Fire Safety in Historic Buildings Conference, Castle  
Howard, England:  
12 November 2004

In concluding the meeting the Chair thanked all participating members for their attendance and participation; Petar Hristov; Galina Mileva; Varna Free University; and the local organising committee and technical staff for their support, efficiency and enthusiasm in the organization of the International Workshop and in supporting the Actions MC and WG Meetings

There being no other business, the meeting ended at 12.45pm.

Ingval Maxwell OBE  
Chairman COST Action C17  
29 September 2004

Annex :

**Request from Konrad Fietko, Scientific and Research Centre for Fire Protection (CNBOP), Poland, to join COST Action C17: 9 September 2004**

I work in Poland in Scientific and Research Centre for Fire Protection (CNBOP). We would like to join in COST Action C-17 "Built Heritage: Fire Loss to Historic Buildings" We have started cooperation with The Institute of Textile Material Engineering (IIMW) We are going together with The Institute Textile Material Engineering and the others members of Action C\_17 work out new system of historic buildings protection. The Scientific and Research Centre for Fire Protection established in 1972 by Minister of Internal Affairs as a scientific and research unit of State Fire Brigade. CNBOP is the only organisation engaged in scientific research, carrying out in Poland testing and certifying products for fire protection. CNBOP works in the field of fire protection products employs over one hundred people. Over thirty years of experience, outfit equipment owned by CNBOP, high skills of the staff and rich knowledge resulting from numerous serious research and scientific, as well as service works guarantee high professional level of accomplished works. CNBOP is an independent and impartial testing unit. Accreditation certificates conceded to research laboratories and Certification Department operating in CNBOP confirm high level of its complete impartiality.

CNBOP carries out research works in the range of:

- technical equipment of fire brigades for fire protection and fire fighting, results of elemental plagues, technical, chemical and ecological catastrophes and personal protection equipment of fire-fighter
- technical systems of fire protection, particularly fixed fire fighting systems, monitoring and fire signalling systems
- portable fire fighting equipment and extinguish media
- inflammability properties of materials
- fact of arising and spreading of fire

CNBOP consist of following laboratories:

- Laboratory for Testing of Fire Alarm Signal and Fire Protection Automatics  
Laboratory for Testing Inflammability Properties of Materials
- Laboratory for Testing of Fire Development Laboratory for Testing of Extinguishing Agents and First-Aid Equipment
- Laboratory for Testing of Vehicles and Equipment
- Laboratory for Testing of Pumps and Water-Foam Hose Fittings
- Laboratory for Testing of Technical Fire Protections

We hope that our candidacy will be adopt. Our address:

Centrum Naukowo – Badawcze  
Ochrony Przeciwpożarowej im. Józefa Tuliszkowskiego ul. Nadwiślańska 213;  
05-420 Józefów k/Otwocka  
tel. +(48 22) 76 93 200  
fax: +(48 22) 76 93 356  
[www.cnbop.pl](http://www.cnbop.pl) (unfortunately at the moment without English version)

With Kindest Regards,  
Konrad Fietko (e-mail: [k.fietko@cnbop.pl](mailto:k.fietko@cnbop.pl))

9 September 2004

I Maxwell 29 September 2004 (Draft)

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