**Draft Minutes**

Airo, Kaisa, Aalto University, Finland  
Alexander, Prof Keith, CFM Manchester, UK  
Boge, Dr Knut, Oslo and Akershus University College of App Sci, Norway  
Collado, Victor, IFMA Spain  
Groen, Dr Brenda, Saxion University of App Sci, The Netherlands  
Jensen, Per Anker, CFM Realdania, DTU, Denmark  
Jones, Prof Keith, University of Greenwich, UK  
Le Roux, Dr Pieter, NHTV, Breda University of App Sci, The Netherlands  
Mobach, Prof Mark, Wageningen University, The Netherlands  
Nenonen, Dr Suvi, Aalto University, Finland  
Nielsen, Dr Susanne Balslev, CFM Realdania, DTU, Denmark  
Redlein, Prof Alex, TU Vienna, Austria  
Vega, Prof Sergio, TU Madrid, Spain  

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Brochner, Prof Jan, Chalmers University, Sweden  
Junghans, Prof Antje, NTNU, Trondheim, Norway  
Haugen, Prof Tore, NTNU, Trondheim, Norway  
Lindahl, Dr Goran, Chalmers University, Sweden  
May, Prof Michael, HTW Berlin University of App Sci, Germany  
Wehrmuller, Prof Thomas, IFM. ZHAW, Switzerland  
Windlinger, Lukas, IFM. ZHAW, Switzerland  

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Van de Weerd, Ron, Chairman, EuroFM  
Caravatti-Felchin, Susanna, Chair, Practice Network Group  
Morejon, Luis, Chair, Corporate Associates  
Otto, Aad, Chair, Education Network Group  
Strup, Ondrej, Vice Chairman, EuroFM  

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**Subject**  
EuroFM Research Network – Business Meeting, 140214, Helsinki, Finland  

<table>
<thead>
<tr>
<th>actions</th>
<th>by whom</th>
<th>when</th>
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<tbody>
<tr>
<td>1. Welcome</td>
<td></td>
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<tr>
<td>1.1 Confirmation of agenda</td>
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<tr>
<td>The agenda that had been previously circulated was adopted. (Agenda attached)</td>
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<tr>
<td>1.2 Introduction</td>
<td>All</td>
<td>Immediate</td>
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<td>An updated description of RNG organisation, objectives and activities is attached (Paper 1) as a draft for comment.</td>
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<td>2. Minutes</td>
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<td>Draft minutes of the previous meeting held in Sofia on 11 October 2013 were confirmed as a correct record. All actions were on the</td>
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agenda and were reviewed and updated in the course of the meeting.

Presentation slides for the Business Meeting are attached (Paper 2)

3. Network Development

3.1 Online community

Membership database – an updated database of RNG member organisation, representatives and individual participants has been collated. Current status, category and responsibilities are indicated.

The database includes 70 active researchers from 40 organisations and 15 different European countries.

The draft database is attached to the minutes (Paper 3). All members of the network are urged to review the database and to identify additions and corrections to their own entry and to identify other necessary changes according to their personal knowledge.

3.2 Outline Programme 2014

An outline, annual programme of work for 2014 is attached to the minutes as a summary (Paper 4).

3.3 Working Groups

Reports from the convenors on the purpose, programme and progress of the three working groups were presented.

WG1 Added Value of FM
Per Anker Jensen summarised discussions with Theo van der Voordt about future activities of the group. Proposals include development and publication of a new anthology of research. Members were encouraged to express their interest and suggest contributions.
Presentation attached (Paper 5)

WG2 Sustainability in FM
Susanne Nielsen tabled a short paper on the proposed activities of the group with a focus on a potential EU application in the Horizon 2020 programme. Discussion of options and expressions of interest were discussed in the SFM workshop on the previous day and in a series of informal meetings. A separate note of the meetings, including presentations and discussions will follow.

KA reinforced the need to include EuroFM as a formal partner in any application. Subsequently the EuroFM Board, who were approached to be a partner a Dutch consortium, will sign a framework agreement, within which any proposal should be developed.
Paper attached (Paper 6)
WG3 FM innovation
Mark Mobach presented work in progress in the group in preparation for the one-day workshop at EFMC in Berlin in June. Presentation attached (Paper 7)

3.4 Network Meetings 2014

<table>
<thead>
<tr>
<th>Period</th>
<th>Location</th>
<th>Date</th>
<th>Chair</th>
<th>Notes</th>
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<tbody>
<tr>
<td>Spring</td>
<td>Helsinki, Finland</td>
<td>12/14 February 2014</td>
<td>RNG WG3, Aalto Univ, 12 Feb 2014</td>
<td>SN</td>
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<tr>
<td>Summer</td>
<td>Berlin, Germany</td>
<td>4/6 June 2014</td>
<td>RNG WG2, EuroFM Research Symposium, 5 June 2014</td>
<td>MM</td>
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<tr>
<td>Autumn</td>
<td>London, UK</td>
<td>30/31 October 2014</td>
<td>RNG WG3, Greenwich University, 29 Oct 2014 (tbc)</td>
<td>KJ</td>
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</table>

Meeting of WG1 Added Value to be scheduled.

A full schedule of meetings, with publishing deadlines and submission details to follow along with an open call for papers.

3.5 EuroFM Workshop, Laurea University of Applied Sciences, Wednesday 12 February 2014

RNG research workshop
13 members participated in a half-day research workshop entitled ‘Sustainability in Facilities Management’ - held as part of the EuroFM programme.

Presentations from Brenda Groen (Serious Game), Keith Alexander (Case Study Protocol) and Susanne Nielsen (Pilot Studies) provided a foundation for discussion of research issues raised in SFM. Susanne Nielsen will collate the presentations and summarise the discussions for members.

3.5 Research Exchange

11 research active network members contributed to a round table to share their research interests and the current activities of their respective institutions. Pieter le Roux undertook to collate the information with previous reports and provide the link to member organisation web sites in preparation for development of the RNG web pages.

All RNG members are urged to provide details of their current research interests and up-to-date description of their research organisation for inclusion on the RNG web pages and for discussion at the next meeting in Berlin in Summer 2014.

3.4 Postgraduate Network

Kaisa Airo reported on a disappointing response to invitations to postgraduates to participate in the Laurea meeting. Further efforts will be made to encourage the PG network to participate in the research workshops, research symposium and EFMC in Berlin.
The postgraduate database has now been merged into the RNG database in order to encourage full participation.

10 postgraduate places are available at EFMC (subject to final confirmation of the overall EuroFM budget).

The RNG budget also includes 1000 euros available to the PG Network to encourage network activities.

3.5 Outreach

Standing item
There was no report on activities to engage with other network groups. This is seen to be a priority for planning the programme for Berlin.

PNG Joint session EFMC
RNG Panel member, European Researcher of Year

ENG Joint Award – Masters Poster Award
CANG Industrial PG studentships

3.6 Liaison

Standing item
There was no progress to report on external liaison. Proposals for collaboration with other major research organisations e.g. CIB and IFMA are seen to be important. Existing collaborative agreements will be reviewed and renewed with a view to ensuring effective collaboration.

Dr Margaret Nelson to develop proposals for internal and external liaison for discussion at the next meet in Berlin.

4. Network Communications

Pieter le Roux’s appointment as co-ordinator of network communication has been confirmed.

Pieter outlined his early thinking on a communications strategy and identified organisational issues to be resolved.

Pieter now represents RNG on the Board of EFM Insight and will contact the International Editorial Committee to better understand its objectives and organisation.

4.1 Web-site

Previous proposals for changes to the EuroFM website have been frustrated by contractual issues.

Proposals for a knowledge portal supercede previous ones for content management.

PleR will liaise with Alex Redlein (AR) in identifying RNG requirements and responding to developing proposals. AR
announced that the knowledge portal would be implemented for EFMC in Berlin.

4.2 Publishing platform

KA introduced proposals for an open access mandate for EuroFM. The mandate would set out EuroFM’s intentions to make the products of its research activities

An initial statement was discussed at the meeting: ‘EuroFM is developing an open access policy for its and expects that the full text of all published research papers and conference proceedings arising from its sponsored work should be deposited in an open access institutional repository, or if that isn't available an appropriate, openly accessible publication database.’

EuroFM will seek to work with member organisations to ensure that research output is openly available through institutional repositories after an initial six months access through the EuroFM website.

The International Journal of Facilities Management will continue to be the exclusive vehicle for publication of the results of EuroFM sponsored research. Special issues will be published for work emanating from the working groups and from research projects and from the annual Research Symposium. ISBN and ISSN numbers will be allocated and DOI names will be attached to electronic versions available on the RNG web pages.

Members identified confusion with the electronic journal of a similar title published online by Georgia Tech with the support of the IFMA Foundation. KA reported discussions with the editor and IFMA to collaborate and resolve the issues.

4.3 Book proposal

Outline proposals for a EuroFM book series under the title of ‘Advancing knowledge in FM’ were introduced by KA.

Under the proposals, RNG chairmen would be responsible for selecting and compiling an edited collection of papers from the two Research Symposia under their responsibility. The edited collection would develop and reflect on papers with a commentary for practice and education and would be published as as proceedings of the two symposia.

The proposals have been discussed with Taylor& Francis/Routledge – a sister publisher to the Informa group, with a view to a first collection being published to coincide with EFMC2015.

4.4 Position papers

RNG working groups to commit to producing EuroFM position papers for a joint practice, education and research audience on research outputs. Green papers set out the research issues to be
addressed. White papers set out an official EuroFM position on the specific issues following a research project or on completion of a working group

5. Advancing knowledge in FM

5.1 EuroFM Research Symposium

EuroFM Research Symposium, Berlin, 4/6 June 2014

Proposals for the programme for 13th EuroFM Research Symposium have been accepted by Informa. Further details of attendance, sessions, feedback and learning will be circulated as soon as they are available.

nb. A version of the pre-programme has been published and was circulated in Helsinki, including details of the EuroFM Research Symposium.

An explanation of proposed changes to the RNG research programme and to the format of the 14th Research Symposium (incorporating the EuroFM Research Workshops) has been submitted for planning purposes.

A draft open call for papers for 2014 will be circulated once decisions on the venue and themes for EFMC2015 have been announced.

5.3 Scientific Committee

A standing committee has been set up for the review and refereeing of papers submitted in response to the open call for papers.

A scientific committee of 8 members comprises:
RNG convenor - KA
Chair Scientific Committee – tbc
Working Group convenors – PAJ, SBN, MM
Three moderators – Tore Haugen, Jan Brochner, If Price

A standing review panel of RNG members will be appointed for refereeing papers in the Advancing knowledge in FM project and for the 15th EuroFM Symposium.

Members of the scientific committee met in Helsinki and discussed important aspects of the refereeing process, use of EasyChair system and the need for clarification and options for the publication of conference papers.

Natalia Spartakova of Informa attended the meeting as a guest in the interests of a better understanding of the operation of the Scientific Committee. It has subsequently agreed that all proposed changes to the Research Symposium must be channelled through KA as chair of the scientific committee.
5.4 RNG contribution - EuroFM Anniversary

Together with the proposal for book proceedings, a project is underway as part of 25th anniversary celebrations which identifies RNG contribution to overall EuroFM mission and objectives.

Other related material will be collated including:
- Interviews with past convenors of RNG
- Analysis of content of previous 12 Research Symposia
- Published papers about EuroFM research agenda.

Proposals for series of short video presentations – 5 mins x 5 five themes. Proposed themes are added value, sustainability, innovation, usability and futures.

Discussions have commenced for collaboration with the RICS in publishing FM cases.

6. EuroFM Awards

6.1 EuroFM Researcher of the Year Award

KA chair, SN (RNG representative) and Susanna Caravatti (PNG representative) interviewed a candidate and have made a recommendation for the 2014 Award to be announced at the Gala Dinner in Berlin.

6.2 EuroFM Best Paper Award

Berlin will mark the first annual award for a paper published by authors from EuroFM member organisations in response to open call for papers – Advancing knowledge in FM.

Nominations for best paper are made by the track chairs and moderators. The panel to assess nominations will comprise RNG convenor and moderators.

6.3 EuroFM Masters Poster Competition

Antje Junghans has been appointed as RNG representative on the panel for the Masters Poster competition and has been nominated as Chair of the joint panel. Brenda Groen offered to support AJ and will represent RNG once AJ’s nomination as Chair is approved. In the interim KA will act as Chairman and liaise with the ENG chairman to finalise arrangements for the first award.

RNG have developed criteria for assessment of the Masters poster award. The awards panel will be appointed jointly by RNG and ENG.

KA reported that 4 candidates for the Masters competition have already been received and confirmed that nominations close on 22 February 2014.
7. EuroFM Fellowships

Knut Boge, RNG representative on the Fellowships Panel, reported on nomination and assessment of four candidates for the first Fellow awards. KB reported on the research criteria, ranking of candidates in this respect and issues raised.

Assessments and details of the submissions are confidential. Candidates will be provided with full feedback and decisions will be communicated by EuroFM to the nominating member organisations.

8. Succession Planning

For information:
Subsequent to the RNG meetings and following the EuroFM members meeting, the regulations and timetable for Board Elections has been clarified.

According to the rota for Board membership, KA will step down at the end of this year. Elections for RNG chairman will be held at the London meeting in October.

An open competition is proposed, with candidates (nominated by the EuroFM member organisation) setting out their credentials proposals for development of the RNG strategy. Some candidates have already informally indicated their interest in standing for the position.

9. Next Meeting

The next meeting the RNG is scheduled as part of the programme for the EuroFM Research Workshops at HTW in Berlin – Wednesday 4 June 2014.

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**EuroFM Research Network (RNG)...**

'The objective of the EuroFM Research Network is to facilitate collaborative research between members that are 'Centres of Excellence in FM' and to prioritize and agree on EuroFM research subjects, topics and agenda.'