Draft Minutes

attendees
Alexander, Prof Keith, CFM Manchester, UK
Coenen, Dr Christian, IFM, ZHAW, Switzerland
Cui, Ying Ying, IFM, ZHAW, Switzerland
Gersberg, Nils, IFM, ZHAW, Switzerland
Groen, Dr Brenda, Saxion University of App Sci, The Netherlands
Jensen, Prof Per Anker, CFM Realdania, DTU, Denmark
Junghans, Assoc Prof Antje, NTNU, Norway
Le Roux, Dr Pieter, NHTV, Breda University of App Sci, The Netherlands
Nielsen, Dr Susanne Balslev, CFM Realdania, DTU, Denmark
May, Prof Michael, HTW Berlin University of App Sci, Germany
Thijssen, Prof Thomas, Saxion University of App Sci, The Netherlands

apologies
Boge, Dr Knut, Oslo and Akershus University College of App Sci, Norway
Flores-Colen, Dr Ines, Instituto Superior Técnico (IST), Universidade Técnica de Lisboa, Portugal
Nenonen, Dr Suvi, BES, Aalto University, Finland
Van de Voort, Dr Theo, TU Delft, The Netherlands
Windlinger, Prof Lukas, IFM, ZHAW, Switzerland

cc
Van de Weerd, Ron, Chairman, EuroFM
Caravatti-Felchin, Susanna, Chair, Practice Network Group
Morejon, Luis, Chair, Corporate Associates
Otto, Aad, Chair, Education Network Group
Redlein, Prof Alex, Secretary/Treasurer, EuroFM
Strup, Ondrej, Vice Chairman, EuroFM

EuroFM Secretariat

Subject
EuroFM Research Network – Business Meeting, 080213, Waedenswil, Switzerland

actions

<table>
<thead>
<tr>
<th>1. Welcome</th>
<th>by whom</th>
<th>when</th>
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<tr>
<td>Prof Keith Alexander (KA) assumed the convenorship of the Research Network Group and thanked Prof Antje Junghans (AJ) as previous chair for her contribution to the network. KA responsibilities to span 2013/2014, with responsibility for the EuroFM Research Symposium in 2013, 2014 and 2015.</td>
<td>KA</td>
<td>1 Jan 2013</td>
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Formal thanks and presentation to AJ by EuroFM preceeded the members meeting on Friday 8 February 2013.

1.1 Confirmation of agenda

The agenda that had been previously circulated was adopted and will form the basis for future business meetings. (Agenda attached)
These minutes provide a basis for future conduct and reporting of the business meeting of the RNG. In future meetings, there will be a clear separation of a programme of open research workshops and seminars and the business meeting, to a standing agenda, dealing with organisational issues reporting and decision making on behalf of the RNG. The business meeting will have a formal structure and papers (circulated in advance) on each item.

1.2 Introduction
KA referred to the vision and objectives he presented in support of his nomination for convenorship of the RNG.
KA made proposals for future organisation and operation of the Research Network Group (RNG) as an online community
To meet the needs for a deputy and to prepare for an orderly succession, KA asked for expressions of interest in two main responsibilities for network development and network communications.

Expressions of interest are requested from all members.

**Nb**
It is proposed that henceforth the RNG is referred to as the EuroFM Research Network, to resolve the grammatical duplication of the collective nouns (network and group) and in recognition of the renewed emphasis on networking.

1.3 EuroFM Theme Day, IFM, ZHAW, Thursday 7 February 2013

RNG research workshop and seminar
A one-day meeting of the RNG was held as part of the EuroFM theme day – FM Innovation. The workshop and seminar are separately reported (to follow).

14 research active network members contributed to a round table to share their research interests and current activities of their respective institutions. The meeting acknowledged the importance of these round-table discussions that formed the basis of the programme for development of the research network.

All participants agreed to provide further details of their current research interests and up-to-date description of their research organisation to be appended to the report of the round-table.

In the absence through illness of Prof Dr John Hinks, who has been invited as a guest to lead a thematic discussion on FM Innovation, KA reported on previous EuroFM work on the theme and on a presentation by Dr Barry Varcoe, Director of Estates and Facilities at Zurich Financial.

2. Minutes

No minutes were available for the previous network group meeting.
held at NTNU in Trondheim, September 2012.

It was agreed that important organisational issues raised in Trondheim (and previously in Munich and Kufstein) were included on the agenda and would be considered in discussions about restructuring the research network.

3. Network Development

3.1 Online community

An overall aim to operate as an online community was recognised and agreed.

Membership database – the current RNG members database had been circulated for confirmation, correction and amendment prior to the meeting. Members were able to identify further corrections.

Prof Thomas Thijssen (TT) and Dr Brenda Groen (BG) undertook to provide a resource for updating the network database, in consultation with KA and the EuroFM Secretariat, and to propose a mechanism for its maintenance in line with emerging plans for the online community.

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 Working Groups

Proposals to form working groups to take forward the agreed themes of the EuroFM Research Network were agreed and appointments of convenors made as follows:

- Added value of FM – Prof Per Anker Jensen (PAJ)
- Sustainability in FM – Prof Thomas Thijssen (TT) – temporary appointment
- FM innovation – Prof Keith Alexander (KA) – temporary appointment

Convenors will propose a programme of activity, invite participation and report on progress to RNG Business meetings. Each will work with KA to co-ordinate activity associated with the EuroFM Research Symposium in Prague.

3.3 Postgraduate Network

Lukas Windlinger (LW) is currently responsible to the organisation and development of the postgraduate research network.

The need to regularise the responsibilities for the PG network to ensure ownership and organisation by representative of the postgraduates, with the full support of the RNG, was agreed.
The need to consolidate the PG database between the previous list of contacts and the potential authors for the Research Symposium in Prague was agreed.

The PG database should then be consolidated with the RNG membership database, held and maintained by the EuroFM Secretariat.

Arrangements for the PG Research workshop in Prague should be finalised and communicated at the earliest opportunity.

3.4 Outreach

EuroFM objectives for collaboration amongst the network groups were recognised as a high priority. Specific proposals for joint working with each of the other EuroFM network groups should be developed for presentation and discussion at the next members meeting in Prague.

3.5 Liaison

Proposals for collaboration with other major research organisations eg CIB and IFMA were also seen to be important. Existing collaborative agreements will be reviewed and renewed with a view to ensuring

4. Network Communications

\textbf{nb}
The effectiveness of network communications is seen as vital to the development and vitality of the EuroFM Research Network. Development and implementation of a coherent communications strategy covering all aspects of the network operation are a priority. Further discussion is needed

4.1 Web-site

Recognised that the EuroFM web-site are not fit-for-purpose. Audit of current mechanisms and proposals for a suitable online platform to be developed and discussed at next meeting.

\textbf{nb}
It emerged that Prof Alex Redlein, EuroFM Secretary/Treasurer has assumed responsibility for development of the EuroFM website.

4.2 Publishing platform

KA introduced outline proposals for the creation of a comprehensive, open access publishing platform for EuroFM. Early discussions have been held with the publishing arm of the Informa Group, partners for the EFMC Conference.

Joint discussions amongst EuroFM, IFMA and Informa are planned and will be reported at the first opportunity.
4.3 Position papers

RNG working groups to commit to producing EuroFM position papers for a joint practice, education and research audience on research outputs.

| PAJ/TT/KA |

4.4 FM Insight

The schedule of publication for coming issues of FM Insight were tabled. KA to provide regular reports of RNG activity.

Further consideration of RNG commitment to FM Insight will be seen in the context of the communications strategy.

5. EuroFM Research Symposium

5.1 EuroFM Research Symposium, Prague, 22/24 May 2013

KA presented details of the status of the EuroFM Research Symposium, an outline of the programme and clarified the operation of refereeing processes.

KA also explained the basis of decisions to create three, supplementary research workshops in Prague to meet the needs of young academics and registered postgraduate students.

Transitional arrangements for the programme in Prague led to a broader discussion of the development of the Research Symposium and its relationship to EFMC. It was agreed that a fundamental review of the Research Symposium is needed prior to confirming the arrangements for Berlin 2014.

5.2 Draft Call for Papers, Berlin 2014

A Call for Papers for the EuroFM Research Symposium as part of EFMC2014 in Berlin was circulated in the papers for the meeting.

Following the discussion on the future objectives and structure of the Research Symposium, urgent feedback and comment is needed from all network members and specifically by current members of the Scientific Committee is required by return.

22 May 2013

Immediate

6. EuroFM Awards

6.2 EuroFM Researcher of the Year Award

The call for expressions of interest had been circulated in the papers for the meeting. At the closing date (Fri 8 February 2013) four expressions of interest had been received.

Members were asked for final expressions and nominations by return.
6.1 EuroFM Fellowships

Proposals for the introduction of EuroFM Fellowships to recognise individuals who exemplify the EuroFM objectives by working at the interfaces between practice, education and research were to be considered and approved by the Board and members meeting.

RNG will be responsible for setting the criteria and for the assessment of candidates from a research perspective and will be an item on the agenda of the next meeting.

7. Next Meeting

The next meeting the RNG will be scheduled as part of the programme for the EuroFM Research Workshops at TU Czech in Prague, Wednesday 22 May 2013.

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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.'

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The current general description of the RNG objectives will be revisited and developed according to the emerging agenda as a 'community of interest'.