Draft Minutes

Alexander, Prof Keith, CFM Manchester, UK
Boge, Dr Knut, Oslo and Akershus University College of App Sci, Norway
Groen, Dr Brenda, Saxion University of App Sci, The Netherlands
Jensen, Per Anker, CFM Realldania, DTU, Denmark
Junghans, Prof Antje, NTNU, Trondheim, Norway
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
Vega, Prof Sergio, TU Madrid, Spain
Wehrmuller, Prof Thomas, IFM. ZHAW, Switzerland

Airo, Kaisa, Aalto University, Finland (attending PG meeting)
Brochner, Prof Jan, Chalmers University, Sweden
Haugen, Prof Tore, NTNU, Trondheim, Norway
Jones, Prof Keith, Anglia Ruskin University, Chelmsford, UK (Horizon 2020 app)
Lindahl, Dr Goran, Chalmers University, Sweden
May, Prof Michael, HTW Berlin University of App Sci, Germany (Horizon 2020 app)
Nardelli, Giulia, Roskilde University, Denmark (attending PG meeting),
Nielsen, Dr Susanne Balslev, CFM Realldania, DTU, Denmark (Horizon 2020 app)
Nelson, Dr Margaret, Bolton University, UK,
Windlinger, Lukas, IFM. ZHAW, Switzerland

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

EuroFM Secretariat

Subject

EuroFM Research Network – Business Meeting, 030614,
HTW University of Applied Sciences, Berlin, Germany

<table>
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<tr>
<th>actions</th>
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<td>1. Welcome</td>
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<td>1.3 Chairman</td>
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<td>KA introduced the meeting and updated members on key decisions and actions, before leaving for the EuroFM Board meeting. Per Anker Jensen assumed the chair and led discussion of progress with working groups and communications</td>
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<td>1.2 Confirmation of agenda</td>
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<td>The agenda that had been previously circulated was adopted. Agenda attached (Paper 1)</td>
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<td>1.3 Introduction</td>
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<td>An updated description of RNG organisation, objectives and</td>
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activities is attached (Paper 2) is still open for comment and adoption at the next meeting.

2. Minutes

Draft minutes of the previous meeting held in Helsinki on 14 February 2014 were confirmed as a correct record. All actions were on the agenda and were reviewed and updated in the course of the meeting.

Presentation slides for the Business Meeting are attached (Paper 3)

3. Network Development

3.1 Online community

The updated database of RNG member organisations is attached to the minutes (Paper 4). Current status, category and responsibilities are indicated.

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 RNG Programme 2014

The annual programme of work for 2014 has been added to the RNG web pages.

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

Publication project
A meeting was held at EFMC2014 on Friday 6 June during lunch following a paper session on the same topic. At the meeting Per Anker Jensen and Theo van der Voordt presented their plans for a second book. There were 12 participants in the meeting and most of them expressed interest in contributing to chapters in the anthology.

Presentation attached (Paper 5)

WG2 Sustainability in FM

An application for European funding under the EU Horizon 2020 programme was submitted during the meeting.

A description of the INTERVENE project will be circulated with the minutes.

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WG3 FM innovation

Mark Mobach informed about the Green Paper produced by the group, which would be presented during a workshop at the research symposium at EFMC2014 on 5 June 2014. Green paper attached (Paper 6)

3.4 Network Meetings 2014/15

Autumn  London, UK  29/31 October 2014
Wed 29 - host to be confirmed,
Research workshop  Service Excellence in FM
Thurs 30  - RICS
Research exchange
Conclave – new RNG chairman
Fri 31  – RICS
RNG Business meeting
Board elections

Spring, The Hague, Netherlands  February, 2015
Host: The Hague UAS (tbc)
Wed 18 Feb Joint research workshop with CIB W111 – Usability,
Thurs 19 Feb Joint research meeting, FM-ReNN,

EFMC 2015, Glasgow, Scotland  1/3 June 2015
14th EuroFM Research Symposium – ‘People make Facilities Management’
Host - Sheffield Business School (CFMD)

3.5 Research Exchange

Standing item
There was no opportunity for a formal exchange – RNG members can update previous descriptions in preparation for inclusion in the RNG web pages. The latest information held for each member organisation will be circulated prior to the next meeting in London

3.4 Postgraduate Network

Guilia Nardelli, CFM Realdania, Denmark has agreed to convene the postgraduate network as Kaisa Airo has completed her PhD studies. RNG thank Kaisa for her efforts on behalf of EuroFM.

A new strategy and budget proposals to be developed for agreement at Autumn meeting in London

The postgraduate database has now been merged into the RNG database in order to encourage full participation.

Only 3 out of 10 postgraduate free places at EFMC 2014 were taken up.

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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 London.

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 London.

4. Network Communications

Since no progress has been made with the restructuring of the EuroFM-website and the RNG-pages since the Helsinki-meeting in February, it was agreed that the RNG would adopt a more proactive approach in formulating a programme of requirements for the desired functionality of the RNG-part of the website. To facilitate this, PleR would contact all members of the RNG for their input and references to similar websites / online functionalities that they consider good. These would then be used as input towards developing a template for presentation at the upcoming meeting during the Autumn meeting at the RICS in London on Friday, October 31st.

4.1 Web-site

EuroFM website being restructured – no details provided by the EuroFM secretariat. RNG has been asked to populate the amended site.

Proposals for a knowledge portal supercede previous ones for content management. AR has announced to the Board that the changes to website and knowledge portal would be implemented for July 2014.

PleR will liaise with Alex Redlein (AR) in identifying RNG requirements and responding to developing proposals.
4.2 Publishing platform

Proposals for the open access mandate for EuroFM has been previously discussed and agreed.

The mandate sets out EuroFM’s intentions to make the products of its research activities available. An initial statement has been adopted: ‘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.

EuroFM Research Papers will now be the exclusive vehicle for publication of the results of EuroFM sponsored research and for work in progress. Printed versions of publications will carry an ISBN number.

Special issues of the International Journal of Facilities Management will be published for work emanating from the working groups and from research projects and from the annual Research Symposium. ISSN numbers will be allocated to each issue.

DOI names will be attached to electronic versions of individual papers published on the RNG web pages.

4.3 Book proposal

Proposals for a EuroFM book series under the title of ‘Advancing knowledge in FM’ have been accepted by Routledge (Taylor and Francis). KA will act as interim series editor.

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 proceedings of the two symposia.

Routledge will encourage other book proposals as part of the series.

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

14th EuroFM Research Symposium, Glasgow, 1/3 June 2014

Sheffield Business School has been proposed as the host for the Research symposium in Glasgow.

A Board paper has been submitted proposing changes to the RNG research programme and to the format of the 14th Research Symposium (incorporating the EuroFM Research Workshops).

An 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 scientific committee of 8/9 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.

5.4 EuroFM Research Project

Three proposals were received for seed funding for a new, innovative research project. Two proposals were supported by independent assessors.

RNG will seek to support both projects;

- Service Excellence in Facilities Management
- Campus Retrofitting and Facilities Management

Negotiations will proceed with the consortium for the Service Excellence project who will receive seed funding of 10000 euros. RNG will provide alternative support for the Campus Retrofitting project, including hosting research workshops at EuroFM meetings and EFMC.

5.5 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 Research Awards

6.1 EuroFM Researcher of the Year Award

Guilia Nardelli, Roskilda University and CFM Realdania received the ERoY award for 2014 at the Gala Dinner in Berlin. Sincere congratulations are extended by the RNG.

6.2 EuroFM Best Paper Award

Dr Brenda Groen, Saxion University of Applied Sciences received the inaugural EuroFM Best Paper Award for 2014. Sincere congratulations are extended by the RNG.

6.3 EuroFM Masters Poster Competition

8 posters were received for the first Masters Poster competition. 3 finalists were selected by the panel and presented at a plenary session at EFMC in Berlin.

Nick Lettink of Wageningen University received the first Masters Poster award. Sincere congratulations are extended by the RNG.

Responsibilities for each of the 2015 awards will be agreed and RNG representatives approved at the Autumn meeting in London.

7. EuroFM Fellowships

No awards of EuroFM fellowships were recommended in 2014. A call for nominations for 2015 will be issued in September 2015.

8. Succession Planning

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.

A conclave 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 and will be asked to confirm their candidature.

9. Next Meeting

The next meeting is scheduled as part of the programme for the EuroFM Autumn meeting at the RICS in London Fri 31 Oct 2014.
The EuroFM Research Network (RNG) is one of three working groups of the European Facility Management Network (EuroFM) and aims to operate as a community of interest, to prioritise and agree on EuroFM a research agenda, to create and share new knowledge by facilitating collaborative research amongst members.

The research network is responsible for organising an annual programme of work that makes a leading contribution to the EuroFM mission to advance knowledge in Facilities Management and its application in practice, education and research, in order to communicate leading thinking and evidence through Europe.

The research network strives to achieve the highest quality of scientific research as recognised internationally, whilst ensuring its practical relevance and providing the foundation for education in Facilities Management. RNG collaborates with the other EuroFM network groups to ensure the application of research in practice and education.