



Publishing and Marketing Committee Meeting and Editorial Board Minutes

April 2nd, 2017

Council Chamber - 1st floor of CIBSE Headquarter, 222 Balham High Road, London SW12
9BS, UNITED KINGDOM
from 9.00 to 11.00

Distribution of the minutes:

- Participants
- PMC Members
- PMC Corresponding members
- Editorial Board Members
- Editorial Board Corresponding members
- Board Members
- REHVA Office

Participants:

- Frank Hovorka – FH (Chair)
- Francesca R. d'Ambrosio (Co-chair) – FDA
- Serafin Gnaña – SG
- Ahmet Arisoy – AA
- Jan Bosma – JB
- Anita Derjanecz – AD
- Jeff Littleton – JL
- Uwe Franzke – UF
- Brigit Müller – BM
- Thomas Terhorst – TT
- Anna Bogdan - AB
- Jacques Benoist – JB
- Manuel Gameiro Da Silva – MGDS
- Maija Virta – MV
- Siru Lonnqvist – SL
- Derrick Braham – DB
- Donald Leeper – DL
- Jarek Kurnitski – JK
- Hans Besselink – HB
- Dušan Petraš – DP
- Ziya Haktan Karadeniz – ZHK
- Karel Kabele – KK
- Murat Çakan - MÇ
- Milos Lain – ML
- Branislav Todorovic - BT
- Tuba Bingol Altiok – TBA
- Andy Ford - AF
- Jaap Hogeling – JH
- Othmar Brändli - OB
- Chiara Girardi (Secretary) – CG

Excused :

- Claus Andreasson – DANVAK
- Marianna Brodach
- Renato Merati
- Peter Wouters

<i>ITEMS</i>	<i>DISCUSSIONS & DECISIONS</i>	<i>ACTIONS</i>
1) Minutes of last meeting	Approved	
2) 2017 Activity Plan	Regarding the PMC Members, the country of Guangyu Cao should be changed into Norway.	CG - done

	<p>TT should be moved into corresponding members and be replaced by BM.</p> <p>AB asked to be added in the Corresponding Members.</p> <p>The REHVA Dictionary, Translation of Guidebooks and Social Media Accounts should be points to be added under point 2 of the Activity Plan.</p> <p>Insertion on point 4 about the creation of the REHVA promotional video.</p> <p>A new definition should be found to replace <i>Summer Sale</i> with <i>University Sale</i> or <i>Promotional Sale</i>.</p> <p>Regarding the budget the ACREX Activities line should be cancelled since all ACREX related activities are covered by Sponsors.</p>	<p>CG – done</p> <p>CG - done</p> <p>CG -done</p> <p>CG – done</p> <p>CG – done</p> <p>CG and FH</p> <p>CG - done</p>
<p>3) REHVA Journal</p>	<p>a. Publishing Plan 2017</p> <p>JH showed and explained the Publishing Plan 2017. He suggested also to focus on the EPBD Review that should be next September in the Issue 4 – August or Issue 5 – October.</p> <p>The Issue 6 – December of the REHVA Journal will cover also Residential heat recovery.</p> <p>JH required to the members of the Editorial Board:</p> <ul style="list-style-type: none"> • Jaap Hogeling • Stefano P. Corgnati • Francis Allard • Ahmet Arisoy • Marianna Brodatch • Vincenc Butala • Francesca R. d'Ambrosio • Ioan Silviu Dobosi • Egils Dzelzitis • Andy Ford • Signhild Gehlin • Karel Kabele • Jarek Kurnitski • Zoltan Magyar • Eduardo Maldonado • Livio Mazzarella • Renato Merati • Birgit Müller • Natasa Nord • Bjarne W. Olesen • Branimir Pavkovic • Dusan Petras • Olli Seppänen • José Tarodo • Branislav Todorovic • Maija Virta • Peter Wouters <p>to reconfirm their interest in this membership and to send at least 2 articles per year considered to be suited for the REHVA Journal audience and following the requirements for Journal's articles.</p> <p>CG will send an email to each of the members to require the 2 articles by the end of 2017, attaching the Authors Specifications.</p> <p>BT suggested to publish on the REHVA Journal also conference papers, REHVA should ask to Conferences' organizers to have 3</p>	<p>JH</p> <p>JH</p> <p>JH and CG</p> <p>CG</p> <p>JH</p>

	<p>papers to publish. MV underlined that the REHVA Journal is not a scientific journal but a technical one. SL proposed to change the REHVA Journal webpages adding the JH and CG contacts as well as the REHVA Journal information and Media Kit. http://www.rehva.eu/publications-and-resources/journal-information.html , http://www.rehva.eu/publications-and-resources/rehva-journal.html and http://www.rehva.eu/publications-and-resources/rehva-journal/2017.html JK suggested also to add the REHVA Events Presentation webpage under the Events webpage, and to add the link of Presentations and Pictures in each News. http://www.rehva.eu/events.html</p>	<p>CG – done</p> <p>CG - done</p>
<p>4) REHVA Dictionary</p>	<p>a. PET activities JB explained the initial intention of the PET and its evolution, attached to the email you will receive the document to continue working on the REHVA Dictionary created by JB. The reorganization of the PET was delegated to AF since JB decided to be part of it just as a member. The PET will have limited task such as checking the quality of translation. DB added that he worked with Koos Mast inserting terms when JB was formalizing it as a glossary. The REHVA Dictionary is, in fact, a glossary but now the Dictionary become a brand and cannot be changed. DB said that he would like to add new terms in English. DL asked if REHVA Dictionary should remain in the HVAC sector or it should be opened to all other surrounding sectors. FH replied saying that the limits we can arrive are the Guidebooks topics. DB suggested to give credits also to sisters' organizations such as ASHRAE.</p>	<p>AF</p> <p>DB and AF</p>
<p>5) Guidebooks</p>	<p>a. New Guidebooks ideas</p> <ul style="list-style-type: none"> • OB informed that the Guidebook on <u>Fire Safety in Buildings</u> will be ready in August 2017 and launch during the REHVA Brussels Summit. This Guidebook can be interesting for the Consultant engineers as well as for the Indian market according to FH. MV suggested to print the Guidebook and take it to India for ACREX 2018. By August 2017 the PMC should decide if the Guidebook should be printed in paper version or published just in PDF version. MV suggested that for this Guidebook the pre-orders can be organized to cover the cost of the REHVA Production. • The Guidebook on <u>Displacement Ventilation</u> should be ready to start the REHVA Production procedures in May 2017. The launch of this Guidebook can be organized during the UK Construction Week as well as during the REHVA Brussels Summit. • FDA confirmed that the Guidebook will be send to the REHVA Office by September 2017. It was agreed that the <u>Historic Buildings</u> Guidebook will be published in PDF only and it should be ready by November 2017 to be launch during the REHVA Brussels Summit 2017. 	<p>OB</p> <p>CG</p> <p>FH</p>

	<ul style="list-style-type: none"> • Revision of REHVA GB#9 on Hygiene in Air-conditioning systems and Hygiene in drinking-water supply systems – VIEGA has been accepted and in future PMC Meeting should be decided how to publish them. • AB will take care of the IEQ in Schools Guidebook that could be considered as Part 2 of the REHVA Guidebook #13 Indoor Environment and Energy Efficiency in Schools - Part 1 Principles. <p>c. Sales report 2017 Statistics for the selling of the translated REHVA Guidebooks should be asked to each REHVA Member Association that translated the guidebooks.</p> <p>d. REHVA Guidebook Inventory REHVA should try to sell out the Guidebook #5, #6, #10, #11, #12, #13. AB suggested to sell the GB#6 at 10€ in Poland during the Conference Healthy Building 2017.</p>	<p>FH</p> <p>NW and GM</p>
6) Website	<p>a. 2015-2016-2017 Statistics The next PMC Meeting will have a dedicated part regarding the REHVA website.</p>	CG
7) Next PMC Committee Meeting	<p>a. Brussels, 13-14 November 2017 during the REHVA Brussels Summit</p>	