



MINUTES

Publishing and Marketing Committee Meeting

Date and time: Monday 13 November 2017 - 13:30-15:00
 Location: Maison des Associations Internationales, rue Washington 40, 1050 Brussels, Belgium
 Meeting room: Commission 1 - Groundfloor

Attendance list

Chair: Frank Hovorka (France) - FA
 Co-chair : Francesca d'Ambrosio (Italy) - FdA
 Secretariat: Nathalie Wouters (Belgium) - NW
 Participants:

- Francis Allard (France) - FA
- Tuba Bingöl Altıok (Turkey) - TA
- Murat Cakan (Turkey) - MC
- Hywel Davies (UK) - HD
- Andy Ford (UK) - AD
- Jaap Hogeling (The Netherlands) - JH
- Milos Lain (Czech Republic) - ML
- Juan Travesi (Spain) - JT
- Rafael Vazquez (Spain) - RV

ITEMS	DISCUSSIONS & DECISIONS	ACTIONS
1. Welcome and presence	The meeting was called to order by FH, chair of the meeting at 13:30. NW recorded the minutes of the meeting in place of Chiara Girardi as she is on sick leave. All sent their best regards to her and wish her a good recovery. Each participant introduced him/herself.	
2. Minutes of previous meeting	The minutes of the previous meeting held in London, Great Britain on 2 April 2017 were approved without any changes.	
3. REHVA Dictionary	<p>a. New Automation Terms added</p> <ul style="list-style-type: none"> - Feedback of the COP meeting held this morning: new Russian, English, German, Italian and Spanish (150 words about control and BIMs) words are ready to be uploaded in the Dictionary. - Action: FH asked all to send around new words to translate and to be uploaded in the Dictionary <p>b. REHVA Dictionary App</p> <ul style="list-style-type: none"> - Since the news has been uploaded on the REHVA website and before the e-mail by the office to the Member Associations, the App was already uploaded about 100 times. - Action: FH asked all Member Associations to upload the banner on their website and give us feedback. - Action: NW will send again the e-mail sent to the Member Association to the PMC committee members and to the participants of the meeting - Action: FH asked to re-open the discussion in 6 months of use during the next meeting to have feedback: how many uploads, how it is working, what will be the potential feedback, do we keep as it is, how to make it sustainable financially? - Action: JH asked to inform our MAs to go to the ISO website link: https://www.iso.org/obp/ui/ that gives a very good list of definitions in French, English and Russian 	<p>ALL</p> <p>ALL NW CG NW</p>
4. REHVA Journal	<p><u>Publishing plan for the year 2018</u></p> <p>JH thanked those members of the editorial board that delivered the 2 articles requested. This request will be renewed next year.</p>	

	<p>Action: CG to send again to each of the members a request for sending 2 articles by the end of 2018, attaching the Authors Specifications.</p> <p>Action: FdA ask JH if AiCARR sent the 2 requested articles. He will check.</p> <p>Action: TA asked JH to insert in the journal the symposium of TTMD that will be held next year in Istanbul. AF asked the same for the CIBSE's event on 12/13 April 2018: https://www.cibse.org/technical-symposium-2018/about-the-2018-symposium</p> <p>Because the themes were not yet defined, JH opened the discussion to get their contribution and ideas to define the publishing plan for next year. After discussions and point of views of the participants, a publishing plan was defined and is attached to the minutes in Annex 1</p> <p>Action: JH will send it in the coming weeks to the editorial board for comments</p>	CG JH JH JH
5. Guidebooks	<p>a. Sales report 2017</p> <ul style="list-style-type: none"> - Increase of 15% of the sales thanks to the Summer sales. It was agreed to go on with the same action next year - Conclusion: More and more digital versions are sold compared to the paper copies. The sales of the paper copies are decreasing more and more. - Next E-books are under construction and will be ready next year, but it takes time because it is costly. <p>b. REHVA Guidebook Inventory</p> <ul style="list-style-type: none"> - GB #21 is not so popular. It's the GB done in collaboration with ASHRAE. - Action: when Chiara is back: to do a campaign of marketing to sell better the GB #21. There was a hope to sell it to our supporters, but it was not successful. - FH said that any idea is welcome. - To boost the sales, JT suggested to sell 5 GBs for a XX€ in South America. Action: JT will send to Chiara a selection of 5 GBs and will check the question of taxation to avoid problems when sending the GBs by post Actions when Chiara is back on January: <ul style="list-style-type: none"> - Check the list with the number of GBs still on stock - To decide to reprint or not and if yes, how many - Circulate this list amongst the Member Associations to check if they find it necessary or not - Action: FdA will check in Italy the cost of printing the AiCARR's GBs <p>c. New REHVA Guidebooks</p> <ul style="list-style-type: none"> - A new REHVA guidebook #23 which is the revision of the GB#1 about Displacement Ventilation has just been printed and is available for selling through our REHVA e-shop - Historical Building is finished. Action: to be edited by Jarkko. → Will be printed only in digital version - nZEB in Mediterranean countries: Part 1 is in under revision and Part 2 is postponed → 1st launch in digital version followed by a paper copy - Air filtration in HVAC systems (GB #11 update) - ongoing - Building Commissioning - ISHRAE-REHVA - to be reviewed by EU experts (2 out of 3 accepted already) - Air Curtains - work will start in March 2018 (Ivo Martinac from REHVA) <p>d. GB #14 - reprint or update? Action: to ask TRC as there are 4 in stock. Do we reprint or is a technical upgrade needed?</p>	CG ALL JT CG FdA NW
6. Website	<p>FH underlined the great job of Chiara that has increased the visibility of REHVA on the website. There was a decrease in 2014 and 2015 but since 2016, it's continuously increasing.</p> <p>Action: to think how to increase income with our website! FH would like to work with Chiara on how we can get income from each visitor of the website.</p>	ALL
7. Any other subjects	<ul style="list-style-type: none"> - FdA proposed to have a new layout of the front cover of the REHVA guidebooks and insert the names of the authors, reviewers, thanks to, etc on the 1st page of the guidebook and no more on the cover page of the guidebook. - Action: CG to submit a new layout of the cover of the guidebook for the next meeting 	CG

8. Next meeting	The next meeting will take place in Brussels on 21 April 2018 during the annual meeting.	
9. Adjournment	The meeting was adjourned by FH at 15.00	