

**Minutes from the 1st Steering Group meeting on the Joint UK-Sweden initiative
2nd April 2005, Stora Tigern, Fredsgatan 8 Stockholm Sweden**

Steering Group members present, Tony Clark (Chair) , Ian Davidson, (Secretary) Kerstin Wennerstrand, Åke Iverfeldt, John Holmberg, Sue Innes Yogesh Kumar, Andrew Large, Neil Moore.

Apologies: Roland Clift, Simon Barnes, Caroline Read, Erica Gyllered, Ake Inverfeld, Jessica Algehed, Allen Creedy, Mikael Edelstam, Johnny Kronvall, Kevin Scobell, Per- Arne Nilsson, Arne Elmroth.

Invited experts and secretariat: Trevor Graham, David Arkell, Susan Eruohwo, Kennert Kangevik Loheim.

Thank you for coming to the second steering group meeting. Below is a draft list of the main actions from the meeting with people responsible in bold. Please let Sue Eruohwo have any comments, modifications or additions that are required by **next Thursday (21st April)**. Finalised actions will be circulated on Friday 2nd April if there have been any changes.

Selection criteria for project

See selection matrix and performance areas in attached document from Neil Moore

All – suggestions/comments welcome

Initiative launch

- Conference to be entirely on Monday 13th April
All – plan to arrive Sunday night
- Revised programme agreed – see web summary
All – suggestions for Workshop presenters needed
- Nominations/volunteers for rapporteurs required
All
- Defra, Environment Ministry & Malmo to liaise over press opportunities
Ian, Tony and Trevor
- Send out draft invitation list to steering group for comments and additions from the Steering Group
Sue to circulate UK list on Monday; Tony to circulate Swedish list
- Suggested name for the initiative: Joint UK-Sweden initiative for environmental construction (JUSIEC).

All – alternative suggestions welcome

Suggested initial projects to be highlighted on the website in time for the conference ([Smartlife](#) – UK-Sweden joint project; [Zed Upgrade](#) – UK project; [Skanska's self-heating homes](#) – Swedish project). 3 is a minimum, but there is no reason not to include others at this stage. See for example "Examples of best practice page on the website

All - suggestions welcome

Website

The web link for the sample website that was shown on the day is:

<http://idnet.net/clients/ce/defra/default.html>

- Projects need to be categorised so that it is easy to find projects of interest on the website. Possible categories include: residential new build; residential refurbishment; public new build; public refurbishment; commercial new build; commercial refurbishment. This overlaps well with the selection criteria matrix (see Neil Moore's document attached)

All - Are there any other categories that need to be included?

- Initiative branding – national flags for UK and Sweden rather than Defra and Environment Ministry. JUSIEC as the logo?

All – suggestions welcome

- Need to ensure the site tops search engines list e.g. Google and yahoo.

Sue E – contact Defra web person and CE

- Home page should fit onto one screen without the need to scroll.

Sue E to tell CE

- Need for neutral web address ending, i.e. org or net or com.

Sue E to discuss with CE

Additional actions:

- Text for web pages needs finalizing. Draft text of pages are attached in power point format.

All – check “Examples of best practice” page for suitability of listed projects

Sue E/Ian to approach project to provide 1 page summary and link to website

Sue Innes – initial draft of “Life Cycle Costing made simple” page

John Holmberg – initial draft of “Lessons for environmental construction” page

- Resource for translation and translators to be found

Ian to find Defra funding for English to Swedish translation and translator; Tony to find Env. Ministry funding for Swedish to English translation and translator