

Paris, 8 January 2010

**Informal Sustainable Buildings Network pre-workshop, 14 January 2010  
(10.00 – 17.00 at the IEA)**

The aim of the workshop is to flesh out the practical work of Sustainable Buildings for this to be presented at the next IPEEC Executive Committee Meeting in January / the SBN Steering Group. The steering structure of SBN within the IPEEC is taking shape and there will be a high emphasis on the practical work with networks and experts in Sustainable Buildings at this meeting.

Other meetings, individual contacts and telephone conferences will feed into the process in January and the result of this work will be used for the preparation of the IPEEC as part of the final approval process.

We will take an informal approach to the agenda but some ideas for structuring the discussions are given below:

**Proposed Agenda:**

- 1. Information on the development of SBN within IPEEC**
- 2. Expectations from participants**
- 3. Ways of collaboration, informal working groups, tasks, workshops, advisory board, general coordination**
  - Need for collaboration agreements with networks, criteria for networks to join this initiative
  - Development of recommendations, policy options
  - Ideas for themes for working groups or collaboration
  - How can work on specific themes be organised?
  - Networks to be addressed / invited?
  - The role of implementing agreements and international organisations
- 4. Web tools – dissemination of information, web dialogue, databases with examples and best practices**
  - Including coordination with other initiatives on dissemination
  - Use of web for discussion and coordination
  - Links to other websites / use of direct information
- 5. Practical steps**
  - Ideas for establishment of an Advisory Board (open or closed structure?)
  - Preparation of a formal workshop once the SBN is accepted by IPEEC
  - Kick-off event
- 6. Need for coordination in the starting phase**
  - Concrete steps to be taken after the IPEEC meeting and final approval of SBN as a subtask
  - Elements to be taken to the IPEEC meeting